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SOUTHWEST UNIVERSITY AT EL PASO
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SOUTHWEST UNIVERSITY AT EL PASO

OWNERSHIP

Southwest University at El Paso and its subsidiaries are owned by Quikstudy Learning Centers, Inc., a Texas Corporation. Mr. Benjamin Arriola Sr., and Mr. Benjamin Arriola Jr. constitute Southwest University at El Paso's Corporate Officers.

GOVERNING BOARD

Mr. Benjamin Arriola Jr.
President, Quikstudy Learning Centers, Inc.
School President/Owner/ Southwest University at El Paso

Mr. Benjamin Arriola Sr.
Secretary, Southwest University at El Paso

ALL INFORMATION CONTAINED IN THIS STUDENT CATALOG IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE

Benjamin Arriola Jr.
President

Marisol Gutierrez
Vice President/School Director

Jeremy Burciaga
Vice President/Academic Dean

This catalog is current as of the time of printing. Southwest University at El Paso reserves the right to make changes in course content, equipment, materials, organizations, policy and curriculum as circumstances dictate, subsequent to publication. The school expects its students to have knowledge of the information presented in this catalog and in other official publications.

Southwest University at El Paso is in compliance with the following: The Equal Opportunity Act, the Age Discrimination Act, and the Americans with Disabilities Act. All entrances and exits to all Southwest University at El Paso buildings and all offices and classrooms meet ADA requirements. In addition Southwest University at El Paso provides students with special needs ADA approved restrooms, and modified classroom furniture to meet their needs.

HISTORY OF SOUTHWEST UNIVERSITY AT EL PASO

Southwest Career College, now Southwest University at El Paso, opened its doors to the public in June 1999. The primary goal of the institution was to provide quality education to individuals who lacked a strong grasp of the English language and had not received their high school diploma.

In November 2002, Southwest Career College added vocational career courses that would help the participants achieve their career goals. By working with the business community as partners, Southwest Career College created an extensive and complete curriculum in the fields of Office Technology, Administrative Assistant, and Medical Records and Health Information Specialist. Reacting to the demand from the business partners, Southwest Career College added a Medical Assistant program in May 2004, Diesel Technician in May 2005, and MRI Technologist in May 2008. In April 2009, Southwest Career College received authorization from THECB to grant an Associate in Applied Science Degree in Diagnostic Medical Sonography, and changed its name to Southwest University at El Paso. Southwest University at El Paso added Bachelor's Degree programs in Business Administration and Health Administration and officially became a university in 2012.

SOUTHWEST UNIVERSITY AT EL PASO MISSION STATEMENT

The mission of Southwest University at El Paso is to provide exceptional career and technical training, promote intellectual growth, critical examination and informed understanding through general education and a commitment to educational excellence strengthened by quality instruction, a positive learning environment, and the integration of emerging technologies to enable students to achieve their potential, participate in new employment opportunities, and continue to be lifelong learners.

The following goals are integral to the mission of Southwest University at El Paso:

- To develop each student's individual, intellectual, and professional growth by providing high quality education with technology and quality instruction.
- To promote each student's critical thinking skills through pragmatic and real life course content.
- To promote good citizenship so that students may enjoy success in their career and in society by providing general education and promoting professional behavior in and out of the classroom.
- To offer competent certificate and degree programs by actively engage in advisory board community outreach.
- To promote a lifelong learning culture through a positive learning environment.
- To assist graduates in participating in new employment opportunities in their field of study.

APPROVALS & AUTHORIZATIONS

SU is approved and regulated by the Texas Workforce Commission, Career Schools, Austin, Texas

SU is authorized by the Texas Higher Education Coordinating Board to offer Associate Degrees and Bachelor Degrees in Applied Science.

ACCREDITATION

SU is institutionally accredited by the Accrediting Bureau of Health Education Schools
Accrediting Bureau of Health Education Schools (ABHES)
7777 Leesburg Pike, Suite 314 N. Falls Church, VA 22043
Phone (703) 917-9503

Southwest University is accredited by the following institutions:

ABHES Accreditation

Joint Review Committee on Education in Radiologic Technology Accreditation

Recognized; Magnetic Resonance Imaging, and Diagnostic Medical Sonography

American Society for Clinical Pathology Recognized

Texas Board of Nursing **Recognized**

Recognized

All Alied Health *Programs* are recognized by AMT

Recognized

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2021 ACADEMIC CALENDAR	
JANUARY 04, 2021	**FIRST DAY OF CLASSES**
APRIL 2, 2021	**EASTER**
MAY 28-31, 2021	**MEMORIAL DAY**
JUNE 23-25, 2021	**BREAK**
SEPTEMBER 6, 2021	**LABOR DAY**
NOVEMBER 24-26, 2021	**THANKSGIVING BREAK**
DECEMBER 23-31, 2021	**WINTER BREAK**

2021

Start Date	End Date
01/04/2021	02/12/2021
02/15/2021	03/25/2021
03/329/2021	05/10/2021
05/11/2021	06/22/2021
06/28/2021	08/06/2021
08/11/2021	09/22/2021
09/27/2021	11/05/2021
11/08/2021	12/22/2021

STAFF AND FACULTY

SU STAFF AND FACULTY IS PROVIDED IN THE CATALOG ADDENDUM

Please see University web page at:
https://southwestuniversity.edu/wp-content/uploads/2020/01/Catalog-Addendum-January-2020.pdf

SCHOOL POLICIES ON ADMISSION AND ENROLLMENT

APPLYING FOR ADMISSION

An admissions representative conducts a personal interview with each applicant before any decision is made regarding enrollment. The representative and student will meet to discuss the school's programs and the student's career goals. The representative assists the student in the completion of the application packet. The school director reviews the application for evidence of a high school diploma, a GED certificate, or a transcript from an accredited post-secondary educational institution for acceptance. If the applicant is not accepted to a desired program, an alternative program may be suggested. Any applicant rejected for admission will be notified within seven working days. Any fees paid by the prospective student will be fully refunded.

Southwest University at El Paso has established the following requirements and procedures for admissions:

- Visit School
- Complete interview with admissions representative
- Complete admissions packet
- Sign the enrollment agreement
- Sign a statement of general health
- Complete necessary school documentation

ADMISSIONS REQUIREMENTS

The following programs have the following additional requirements:
Medical Assistant, AAS Medical Coding & Billing, AAS Health Administration, AAS Business Management and Accounting Systems, AAS Automotive Technology, AAS Diesel Technology, AAS Medical Assisting, AAS Medical Laboratory Technology, BS Health Administration, BS Business Management, AAS Ophthalmology Technician, AAS Surgical Technology

1. An accredited high school diploma or its equivalency
2. Possess a General Education Development (GED) certificate or state-specific equivalency diploma
3. For home schooled students: a certificate from the state in which the students resided during their home schooling
4. Transcripts from foreign institutions must meet the same requirements as domestic institutions.
5. Successful interview with an admissions representative
6. Minimum age of at least 17 years (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll.)
7. All courses are taught in English. You must be able to speak, read, and write English fluently.

The following programs have the following additional requirements:
AAS Radiological Sciences, AAS MRI Technology, AAS Diagnostic Medical Sonography

1. Prospective students must submit an AAS Imaging Admissions Application
2. A 500 word easy in APA format will need to be turn in.
3. Two letters of recommendation (1 Professional, 1 Personal)
4. A high school diploma or its equivalency is required for admission into the program.
5. Transcripts (Certification, Associates, Bachelors)
6. Applicants must be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll.
7. Proof of citizenship (or worker Visa)
8. Immunization Record
9. Physical (form is provided by the Imaging Office)
10. Back ground check – will be needed before Externship
11. Drug test – will be needed before Externship

The following programs have the following additional requirements:
Bachelor of Science in Radiology Management & Computed Tomography Certificate

1. All potential students must receive a school catalog prior to signing an enrollment agreement
2. A high school diploma or its equivalency is required for admission into the program;
3. Prospective student must complete a successful interview with an intake (admissions) counselor; and
4. Successful completion of a ARRT Imaging registry unencumbered license (Registered Technologist, RT[RT], [CT], [MR], [US], [NM], [CIT], [RTT], [CVT]) license will be verified by admissions director for successful completion of the ARRT Registry) or successful completion of an ARRT recognized program (must be approved by department director).
    - 55 Semester hours (82.5 quarter credit hours) of lower division courses and General Education courses must be completed before enrollment in BSRM core of courses, the required 55 credit hours (82.5 quarter credit hours) are as follows:
        - 37 semester hours of general education credit hours (55.5 quarter credit hours) must be completed; and
        - 18 semester hours of prerequisites credit hours (27 Quarter Credit Hours) must be completed
    - 40 Semester hours (60 quarter credit hours) of radiology courses must be completed before enrollment in the BSRM program. Modalities may vary
5. Background check and drug test
6. Updated immunization records (a listing of immunizations can be located in the admissions office)
7. Student must complete a prerequisite orientation to determine if a student will be able to manage education utilizing the online platform. In order to receive credit for attending this orientation (presented on the LMS) a student must complete assignments such as writing a brief bio, answering a thread question, respond to other new enrollees and other tasks experienced throughout the duration of the program. This will serve as a simulation of the courses offered and a determinant if the student will be prepared to start with the distance education platform provided.

The following program has the following additional requirements:
ADN (Associate Degree in Nursing)

1. All potential students must receive a school catalog prior to signing an enrollment agreement
2. Student must attend entrance orientation
3. A high school diploma or its equivalency is required for admission into the program;
4. Prospective student must complete a successful interview with an intake (admissions) counselor.
5. Applicants must be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll.)
6. Successful completion of the nursing entrance exam (HESI). HESI exam score must be above a 75% in order to be considered for admission to the program. Non-Refundable exam fee is $40.00 dlls.
7. Applicants must be a graduate of Southwest University AAS Allied Health Program. (Tuition and Program length for these programs are in addition to the cost for this program; please refer to the institutional catalog for program specific tuition costs).
8. Background check and drug test
9. Proof of citizenship

The following program has the following additional requirements:
Bachelor of Science in Nursing (RN-BSN Bridge)

1. All potential students must receive a school catalog prior to signing an enrollment agreement
2. A high school diploma or its equivalency is required for admission into the program.
3. Prospective student must complete a successful interview with an intake (admissions) counselor.
4. Successful completion of a nursing registry unencumbered license (Registered Nurse [RN], license will be verified by admissions director for successful completion of the NCLEX-RN).
5. 55 Semesters hours (82.5 quarter credit hours) of lower division courses and General Education courses must be completed before enrollment in BSN core of courses.
6. Additionally <u>36 semester hours of registered nursing credits (54 quarter credit hours)</u> must be completed
7. Background check and drug test
8. Updated immunization records (a listing of immunizations can be located in the admissions office)
9. Student must complete a prerequisite orientation to determine if a student will be able to manage education utilizing the online platform. In order to receive credit for attending this orientation (presented on the LMS) a student must complete forms that review the tasks experienced throughout the duration of the program. This will serve as a determinant if the student will be prepared to start with the distance education platform provided.

The following programs have the following additional requirements:
AAS Computer Information Technology Systems & AAS Web & Mobile Marketing Development

1. A high school diploma or its equivalency is required for admission into the program.
2. Successful interview with an admissions representative is required prior to admissions
3. Background check
4. HESSI Entrance Exam

DISTANCE EDUCATION

Southwest University at El Paso has been authorized by ABHES to offer recognized programs (listed below) as distance education delivery:

- RN to BSN (Bridge), Bachelors of Science Degree in Nursing (Bridge Program)
- Bachelors of Science Degree in Radiology Management
- Certificate in Computed Tomography

Southwest University is recognized under the National Council for State Authorization Reciprocity Agreements (NC-SARA). All distance education programs are recognized in all states other than California and Puerto Rico (2018). Any student whom relocates to a state not recognized by NC-SARA prior to program completion may have difficulties in program completion and/or gain in-field employment.

MILITARY STUDENTS

We will help you untangle the college web. Contact an admissions representative to get information about how you, as a military/veteran student or dependent, can get started with your degree.

- **Veterans' Educational Benefits**
  If you haven't applied for your Veterans' Educational Benefits, go to www.gibil.va.gov
- **Post-9/11 GI Bill® Tuition Benefits**
  Under the new Post-9/11 GI Bill®, effective August 2009, eligible students can get their tuition covered up to the cost of tuition and fees, in addition to receiving housing and book stipends.
- **Reactivating GI Bill®**
  If you are coming back to SU or have already used your MGIB benefits at another college; you must reactivate your GI Bill® by filling out an application for Change of Place of Training or Program (form 22-1995). Take the completed application to Services for Veteran Students.
- **Tuition Assistance Procedures**
  Visit your local Education Service on Post for guidance to apply and use TA. GoArmyEd instructions to apply: www.goarmyed.com/loin.aspx
- **Dependents**
  Several options are available for military dependents including using benefits transferred to them from service members. Discuss MYCAA and other financial options with your representative during your career counseling session. Apply: http//www.military.com/education/content/money-for-school/military-spouse-career-advancement-accounts-financial-aid.html
- **Vocational Rehabilitation**
  Visit your local veterans' service office for details.

Your representative will schedule a financial aid appointment with you to determine what you are eligible or qualified for. You will be required to apply for a pin number and file your FAFSA with the financial aid office.

After you have completed your career counseling sessions, the Admissions Office will notify you of available orientation dates. Orientation is mandatory for new students.

After you've applied for your Veterans' Educational Benefits, turn in your application (letter of eligibility), DD214, and your certification form (VA 22-1999) to Veterans' Services or your admissions advisor before class starts so you can start receiving your education benefits.

VETERANS' READMISSION POLICY

A student who is called to active duty in the United States Armed Forces or the National
Guard or Reserve, is entitled to reenroll at the college provided the student meets the following requirements:

- the student notifies the college upon completion of service that he or she intends to reenroll at the college;

The following policy and procedures are provided in order to minimize disruptions or inconveniences for students fulfilling their military responsibilities.

WITHDRAWAL PROCEDURES

1. If called to active duty, a student is encouraged to notify the Registrar's Office in advance either in writing or orally, unless the student cannot provide notice because the mission is classified. If possible, the student is requested to provide verification of the call to active duty by providing a copy of the service orders to the Registrar's Office.
   If the student provides advance notice of the call to active duty, the student should inform the Registrar's Office in writing one of the following two options he or she chooses:
   a. The student may elect to withdraw from Southwest University
   b. The student may choose to remain enrolled and receive the grade(s) and credit for the course(s). In such a case, no adjustment of tuition charges would occur. (I) in the course by requesting an Incomplete grade through the course instructor. The student may choose to take an Incomplete in one or more courses and drop other courses. A student would only pay tuition charges for the courses not dropped.
   c. If the student does not provide notice of the call to active duty to the Registrar's Office, the Registrar's Office shall administratively withdraw the student.
2. A student receiving Veteran's Benefits should notify the Registrar's Office in order to complete required documents.

3. A student receiving financial aid will be subject to the refund policies of the agencies sponsoring the aid.
4. If a student is called to active duty in his or her last semester before graduation, the student should contact the Registrar's Office to determine if graduation requirements can be completed.

READMISSION POLICY

Southwest University agrees to promptly readmit the student upon the student's inquiry about returning to the College. The College agrees to readmit the student with the same academic status as at the time they withdrew due to being called to active duty. The College agrees to admit the student:

1. To the same program to which he or she was last admitted by the institution or, if that program is no longer offered, the program that is most similar, unless the student requests or agrees to admission to a different program;
2. At the same enrollment status that the student last held at the institution, unless the student requests or agrees to admission at a different enrollment status;
3. With the same number of credit hours complete previously by the student, unless the student is readmitted to a different program to which the completed credits hours are not transferable;
4. With the same academic standing the student previously had;
5. If the student is admitted to a different program, and for subsequent academic years for a student admitted to the same program, by assessing no more than the institutional charges that other students in the program are assessed for that academic year.

SERVICE MEMBERS OPPORTUNITY COLLEGES (SOC)

Southwest University at El Paso is a member of the Service members Opportunity Colleges (SOC) Consortium of approximately 1,900 colleges and universities. SOC consortium members subscribe to principles and criteria to ensure that quality academic programs are available to service members, including members of the National Guard and Coast Guard, their family members, reservists, and veterans of all Services. As an SOC Consortium member, this institution ensures military students share in appropriately accredited postsecondary educational opportunities available to our citizens. Flexibility of programs and procedures, particularly in admissions, counseling, credit transfer, course articulations, scheduling, course format, and residency requirements are provided to enhance access of service members and their family members to higher education programs.

CONVICTION FOR POSSESSION OR SALE OF ILLEGAL DRUGS

A federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible;

A conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when the student was a juvenile, unless she/he was tried as an adult.

The Chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs).

	Possession of Illegal Drugs	**Sale of Illegal Drugs**
1st offense	1 year from date of conviction	2 years from date of conviction
2nd offense	2 years from date of conviction	Indefinite period
3+offenses	Indefinite period	

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him/her ineligible again.

When a student regains eligibility during the award year the University may award Pell and Campus-based aid for the current payment period and Direct loans for the period of enrollment.

STANDARDS FOR A QUALIFIED DRUG REHABILITATION PROGRAM

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company
- Be administered or recognized by federal, state or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

DESCRIPTION OF FACILITIES

Southwest University at El Paso currently has one main campus and one separate classroom space. Our main campus is located at 1414 Geronimo (extending to 1420 Geronimo) in El Paso, Texas. The Medical Assistant/Laboratory Assistant; Business Management and Accounting Systems; Health Administration; Magnetic Resonance Imaging; Medical Coding and Billing Systems; Radiological Sciences; and Diagnostic Medical Sonography programs are fully taught at this location. Each of the thirty four classrooms can accommodate between 15- 45 students. Adequate space for office and administrative work is provided. Over one hundred computer workstations are available for student use in five separate computer laboratories. These workstations are networked and have access to a high-speed (Fiber Optic) Internet connection. Nine medical laboratories are available for student use, so they can gain experience in such areas as phlebotomy, EKGs, blood analysis, and laboratory procedures. Each classroom is furnished with an erasable ink board and bookshelves with multi-media resources available as needed. The University houses a coffee shop that has been designed to accommodate a lounge area furnished with tables, chairs, study areas, and a full service eatery. The facility is centrally located and convenient to bus routes and support agencies.

The Diesel Technician and Automotive Technology program are offered at 6500 Montana, El Paso, Texas. The separate classroom space consists of five bays that allow the students to work on engines and vehicles. Currently, there are over twenty diesel engines and fifteen vehicles available for the students to work on. The campus has a capacity of one hundred students per shift. The AAS Degree in Diesel and Automotive Technology were approved in June 2012 and will be offered at this campus.

The University library is located in the Main Campus. The library includes areas featuring computer stations and areas for both group and individual study. All students are also encouraged to use the digital library subscriptions made available through SU Learning.

STUDENT DISABILITY SERVICES

Southwest University at El Paso will not discriminate against any person on the basis of a disability. Furthermore Southwest University at El Paso is committed to providing equal access to university programs and facilities to all qualified students regardless of disability.

All entrances and exits to all Southwest University at El Paso buildings and all offices and classrooms meet ADA requirements. In addition Southwest University at El Paso provides students with special needs ADA approved restrooms, and modified classroom furniture to meet their needs.

Students who seek special arrangements are encouraged to submit a request with academic advisor 10 days before the start of a term. All accommodation requests will be considered and suggestions will be provided to the student on how to accommodate them.

ENROLLMENT AGREEMENT

1414 Geronimo Dr. El Paso, TX 79925
(915) 778-4001

_____ _____
SOCIAL SECURITY NUMBER Date of Birth (MM/DD/YYYY)

_____ Home Phone: _____
Student's Name (Last Name, First Name Middle Initial)

_____ Work Phone: _____
Address (City, State Zip Code)

M F _ _____ _____ Email: _____
Gender Citizenship (Alien #)

PROGRAM TITLE :_____ DIPLOMA [ ] DEGREE [ ]

CLOCK HOURS:_____ QUARTER CREDIT HOURS:_____ MONTHS:____ HOURS PER WEEK: ____ HOURS PER DAY:____

START DATE:_____ SCHEDULED COMPLETION DATE:_____ DAY CLASSES ☐ EVENING CLASSES ☐

DAYS:_____HOURS:_____
*Times or days may vary depending on class scheduling

THE TOTAL AMOUNT FOR ALL FEES, CHARGES AND SERVICES THE STUDENT IS OBLIGATED TO PAY FOR THE PROGRAM IS:
Southwest University at El Paso accepts the following methods of payment: Cash, Credit Card, Student Loans, Federal Grants, State Grants, Money Orders.

ITEMIZATION

(1) Tuition	$_____
(2) Technology Fee	$_____
(3) Books	$_____
(4) Equipment	$_____
(5) Tools	$_____
(6) Other	$_____
TOTAL COST	$_____

Student Initials _____
*The charges above are estimates based on information I have provided the school. If the information proves inaccurate or if the government changes the financial aid regulations, I realize that my financial aid may change (increase or decrease). I understand that if I qualify for Pell Grants, they will not cover the total cost of the program and I will need to seek student loans (Title IV and/or Private) to cover the total cost of the program. Student will not accrue interest charges from SU.

I will _____or will not _____ receive transfer credits from previous education. Student Initials _____
The terms and conditions on the reverse side of this form are part of this agreement

I hereby affirm that the above information is true and accurate, I acknowledge having read and I understand the agreement of the reverse side and agree to abide by the rules and conditions set forth therein. I agree to pay the total cost indicate on this page subject to the refund policy outlined on the reverse side hereof. I further acknowledge I have been given a copy of this agreement and a copy of the school catalog for my personal records. This agreement is not valid unless accepted by an authorized school official. Any payment made will be refunded if the student is not accepted.

Signed_____ _____
Student Date

Signed_____ _____
Guardian (If Applicant Is Minor) Date

SU Representative/ Title_____

Signature_____ _____
Date

Accepted By: _____ _____
Date

APPROVED AND REGULATED BY THE TEXAS WORKFORCE COMMISSION, CAREER SCHOOOLS AND COLLEGES, AUSTIN, TEXAS

THE STUDENT AGREES:

1. That he/she will comply fully with the University's policies on attendance, progress, conduct and all other school policies as contained in the School Catalog, Student Handbook, or any supplemental publications.
2. That violation of school rules or policies constitutes grounds for student's dismissal from school.
3. That he/she will cooperate fully with the staff of the school in bringing his/her training to a successful conclusion within the scheduled training period.
4. That he/she will pay at the offices of Southwest University at El Paso or its agents, all payments on the due dates as indicated on page one of this agreement.
5. That he/she will buy textbooks, laboratory supplies, and other incidentals as may be required in any given course.
6. That should it be necessary for this account to be placed in the hands of an attorney for collection, the undersigned promises to pay such additional amounts as court cost and attorney's fees as the court may adjudge reasonable.
7. That he/she will be liable for school property or other property lost or damaged while in student's possession
8. That he/she will hold the school harmless for damage to clothing, rings, watches, and other such items, as well as personal injury that may be caused by laboratory equipment, chemicals, machines or test equipment
9. That he/she will refrain from removing from the School any supplies, textbooks or equipment or other property of Southwest University at El Paso without written permission from the School Director.
10. That staff or faculty personnel changes may occur periodically during the course of the student's enrollment.
11. That if, during the course of training, the school determines that the student is not adapted for this field, the school reserves the right to terminate the student's training. Unused prepaid tuition will be refunded in accordance with the refund policy.
12. That Southwest University at El Paso may periodically change, update or otherwise modify program curricula, textbooks, tools, or class schedules. The student will receive the benefit of any such curriculum updates or changes in his/her present course at no additional cost.
13. That if he/she continues his/her education at, or transfers to another institution, credits earned at this school may not be accepted by the receiving institution. An institution's accreditation does not guarantee that credits earned at that institution will be accepted for transfer by any other institution. Students must contact the registrar of the receiving institution to determine what credits, if any, that institution will accept.
14. That job placement assistance is an ongoing service available to all graduates in satisfactory standing. To protect the school's reputation as well as the employment opportunities of future graduates, a graduate is considered to be in unsatisfactory standing and forfeit his/her placement assistance privileges if he/she:
    a. Has failed or refused to take a company physical relating to drug or other substance testing
    b. Has defaulted on a student loan
    c. Is not current in his/her financial obligations to the school
    d. Has been discharged from a job for misconduct such as stealing, substance abuse, sexual harassment, etc…
15. Repeat a Course Policy: Students who fail any course will have to retake course until receiving a satisfactory grade based on course grade scale. Students who fail courses will incur additional charges for the full amount of the course(s) that need to be retaken. These charges will appear as additional charges on the student's account. Southwest University will allow students who earn a grade of "D" or lower to repeat the identical course and have the higher grade recorded and calculate din the GPA. The original course will be replaced as a "R" Repeat. Courses may not be repeated once the degree has been awarded

SOUTHWEST UNIVERSITY AT EL PASO AGREES:

1. To provide instruction in the course for which the student is enrolled as described in its brochure to the best of its ability.
2. Upon completion of the course for which the student is enrolled and fulfillment of the student's financial obligation to the school, to grant the appropriate diploma or certificate. To assist and guide the student graduate in obtaining satisfactory employment or obligate itself beyond reasonable assistance and guidance. This job placement assistance is available without additional charge.

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturday, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than $100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

Student Initials _____

REFUND POLICY

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
    (a)The last day of attendance, if the student is terminated by the school;
    (b)The date of receipt of written notice from the student; or
    (c)Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than$100 in nonrefundable administrative feesshall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or

college may retain not more than $100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.[1]

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

7. A full refund of all tuition and fees is due and refundable in each of the following cases:

   (a) An enrollee is not accepted by the school;

   (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or

   (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

   A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

(a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

(b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

   (1) Satisfactorily completed at least 90 percent of the required coursework for the program; and

   (2) Demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 45 days after the effective date of termination.

Tuition Charges are not initiated prior to start date. Southwest University officially charges tuition after the third (3) date of attendance. All fees acquired from the fourth (4) day of attendance until the date of completion or withdraw/drop are charged to the respective funding source.

GROUNDS AND PROCEDURES FOR CANCELLATION OR TERMINATION OF A PROGRAM BY THE INSTITUTION:

1. Students who fail to achieve overall satisfactory progress for the program at the end of one six week probationary period (students who miss in excess of 15% of scheduled classes during any 6 week term will be placed on attendance probation for the following term will be subject to academic dismissal.
2. A student missing over 15% of scheduled classes during the probationary 6 week term will be terminated from school. Additionally, a student is in jeopardy of being terminated when his/ her absences exceed 15% of the total cumulative hours in the program. Authorized leave of absence (LOA) will not be included in the attendance percentage of a term.
3. A student who is absent in excess of ten (10) consecutive school days without approved leave of absence will be terminated.
4. A student who fails to meet financial obligations to the School as agreed upon
5. A student who exhibits conduct which is found to be detrimental to fellow students, staff or faculty, the School, and the public as addressed in the Student Conduct section of the School Catalog
6. A student who submits false or misleading information on admission, registration, or any other forms used as part of the enrollment process
7. Alters University records and / or is found cheating on a quiz, test, or exam.
8. A student who uses or is under the influence of alcoholic beverages or illegal drugs on or adjacent to University property or on affiliated job placement sites.
9. A student who vandalizes damages or destroys University, student, staff or faculty property.

[1] More simply, the refund is based on the precise number of hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form PS-1040R provides the precise calculation.

WITHDRAWL PROCESS

An official withdrawal occurs when a student formally informs the institution of his/her desire to withdrawal. Students must complete a withdrawal form. Southwest University at El Paso will automatically withdrawal a students if the student incurs 10 consecutive absences.

All fees, including materials fees, are non-refundable after the start of a course.

The University will follow the refund policy to determine if a payment or refund is due.

Any s Federal financial aid recipient who withdraws or is withdrawn from the University is subject to a Federal Return of Title IV Aid Calculation. The calculation will determine the amount of Federal aid that the school and the student are eligible to retain along with the amount that must be returned to the federal government.

JOB PLACEMENT ASSISTANCE: Job placement assistance is available for both graduates and currently enrolled students. Extensive job listings of local and out-of-town opportunities are available for students to review. Particular attention is given to matching students with prospective employers and positions that are compatible with their career goals, qualifications and experiences. The Career Development class provides information on job search skills, interviewing techniques, resume writing, and market demands. Individual counseling with placement staff is encouraged. Information concerning job placement assistance may be obtained by contacting the Director of Student Services. Southwest University at El Paso does not guarantee job placement or a starting salary upon graduation, completion or withdrawal from the School.

FTC Statement: Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder.

NOTICE TO THE BUYER: You are entitled to a completely filled in copy of this agreement. THE TERMS AND CONDITIONS OF THE REVERSE SIDE OF THE FORM ARE A PART OF THIS AGREEMENT.
This enrollment agreement is binding when it has been signed by the student and accepted by an authorized official of Southwest University at El Paso. This contract is the total and complete agreement between the parties and no other agreements, oral or written, are binding unless agreed to in writing by an official of Southwest University at El Paso. Any provision contained in this agreement which is held by any competent court to be invalid is severable and does not affect the operation or legality of the remaining provisions. Should any provision of t his agreement be in conflict with any local, state or federal law or regulation of the regulatory body having jurisdiction over Southwest University at El Paso, then such law or regulation shall take precedence.

STUDENT UNDERSTANDING: I understand that the catalog and its contents are a part of this enrollment and financing agreement and that information presented therein is binding on the School and me.
Student certifies that he/she received each of the following documents initiated below and was allowed sufficient time to read and understand them:
Student Initials

_____ Itemized Schedule of Program Fees

_____ Notice of Student's Rights

_____ Tour of SchoolDate_____

_____ _____
Student Signature **Date**

Published 06/26/2014
Effective 06/24/2014

SATISFACTORY ACADEMIC PROGRESS (SAP)

Southwest University at El Paso provides students' progress reports/report cards and academic transcripts at the end of each academic session. This information is provided through the SU Learning Software available to all students.

Same As or Stricter Than:

The school's SAP policy for Title IV, HEA students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV, HEA funding.

The Director in the financial aid office reviews the Title IV, HEA SAP policy to ensure it meets all federal requirements. The Director of Academic Affairs notifies financial aid office if the school changes its academic policies.

Southwest University at El Paso (SU) has established minimum standards of "satisfactory progress" for enrolled students. All students must meet SU SAP requirements. The standards for determining progress at SU are comprised of two separate measurements: qualitative and quantitative.

This standard is applicable to all students regardless of Title IV eligibility.

QUALITATIVE REQUIREMENT

Basis for Calculation:

The cumulative grade point average (GPA) will be calculated at the end of each six-week period (or at the student's request). The calculation will be based on all quarter credit hour courses completed during the grading period.

Grade Explanation Numeric Grades

A	**EXCELLENT**	**90-100**	**4**
B	**ABOVE AVERAGE**	**80-89**	**3**
C	**AVERAGE**	**70-79**	**2**
D	**BELOW AVERAGE**	**60-69**	**1**
F	**FAILING**	**BELOW 60**	**0**
FR	**FAILED**	**NOT COMPUTED**	**NOT COMPUTED**
R	**RETAKE**	**NOT COMPUTED**	**NOT COMPUTED**
I	**INCOMPLETE**	**NOT COMPUTED**	**NOT COMPUTED**
W	**WITHDRAWN**	**NOT COMPUTED**	**NOT COMPUTED**
TC	**TRANSFER CREDIT**	**Transfer Credits are not calculated/considered in the qualitative requirements but are considered in the quantitative requirements.**	

Grade Explanation Numeric Grades for specific AAS MLT courses: BIO 103, BIO 104, BLB 110, CHM 210, CHM 221, EP 100, HMT 110, HMT 120, IH 110, QA 110, SER 110, UA 110, VL 101 and VL 102

A	**EXCELLENT**	**90-100**	**4**
B	**ABOVE AVERAGE**	**80-89**	**3**
C	**AVERAGE**	**70-79**	**2**
F	**FAILING**	**BELOW 70**	**0**
FR	**FAILED**	**NOT COMPUTED**	**NOT COMPUTED**
R	**RETAKE**	**NOT COMPUTED**	**NOT COMPUTED**
I	**INCOMPLETE**	**NOT COMPUTED**	**NOT COMPUTED**
W	**WITHDRAWN**	**NOT COMPUTED**	**NOT COMPUTED**
TC	**TRANSFER CREDIT**	**Transfer Credits are not calculated/considered in the qualitative requirements but are considered in the quantitative requirements.**	

Grade Explanation Numeric Grades for specific Nursing and Imaging courses:

A	**EXCELLENT**	**90-100**	**4**
B	**ABOVE AVERAGE**	**80-89**	**3**
C	**AVERAGE**	**75-79**	**2**
F	**FAILING**	**BELOW 75**	**0**
FR	**FAILED**	**NOT COMPUTED**	**NOT COMPUTED**
R	**RETAKE**	**NOT COMPUTED**	**NOT COMPUTED**
I	**INCOMPLETE**	**NOT COMPUTED**	**NOT COMPUTED**
W	**WITHDRAWN**	**NOT COMPUTED**	**NOT COMPUTED**
TC	**TRANSFER CREDIT**	**Transfer Credits are not calculated/considered in the qualitative requirements but are considered in the quantitative requirements.**	

Calculations of Grade Average for Repeated Courses

If a student takes the same course more than once, the last grade received for the course will be recorded on the transcript; however, all grades received will remain on the student's transcript. In the case of the same or equivalent grades being earned in the multiple course enrollments, the last grade earned will be used to compute the cumulative grade point average. The cumulative grade average will be determined by adding the numeric values of all grade points earned and divided by the total number of credit hours.

Grade Point Average and GPA Standards

Grade point average (GPA) is the quantitative measurement used for academic work. A student must maintain at least a 2.0 GPA (C average) to maintain eligibility for Title IV. Incomplete or Withdrawn grades will not be factored in when calculating GPA. Students who choose to repeat a course will have the higher of the two course grades factored into their GPA. SU does not enroll students in remedial courses or non-punitive courses. Students whose cumulative grade point average is below 2.00 after the 50% of the program's maximum allowable timeframe are not considered making satisfactory progress.

QUANTITATIVE REQUIREMENT

Measurable Progress

"Making measurable progress" is defined as the student being on pace to complete the program of study in no more than 150% of the normal program length based on the program's academic calendar. Transfer Credits, Incomplete, Repeated, or Withdrawn grades will be factored in when considering measurable progress.

Southwest University at El Paso does not offer non-credit courses, remedial courses, non-punitive grades or proficiency credits. Course incompletes and repetitions have no effect upon the school's satisfactory progress standards.

SAP CALCULATIONS BY PROGRAM

Students in the following programs must have completed at least 34% of the total program and maintain a 2.0 GPA by the 1st calculation, 67% of the total program and maintain a 2.0 GPA by the 2nd calculation, and 100% of the total program and maintain a 2.0 GPA by the 3rd calculation.

PROGRAM	**1st CALCULATION**	**2nd CALCULATION**	**3rd CALCULATION**
MA	30th Week	54th Week	
CT CERT	30th Week	54th Week	
AAS MA	30th Week	60th Week	72th Week
BS RAD MGMT	30th Week	60th Week	81th Week
BS NURSING (RN to BSN Bridge)	30th Week	60th Week	72th Week
AAS MCB	30th Week	60th Week	90th Week
AAS HA	30th Week	60th Week	90th Week
AAS BM	30th Week	60th Week	90th Week
WELDING CERT.	30th Week	60th Week	90th Week

Students in the following program must have completed at least 25% of the total program and maintain a 2.0 GPA by the 1st calculation, 50% of the total program and maintain a 2.0 GPA by the 2nd calculation, 75% of the total program and maintain a 2.0 GPA by the 3rd calculation, and 100% of the total program and maintain a 2.0 GPA by the 4th calculation.

PROGRAM	1st CALCULATION	2nd CALCULATION	3rd CALCULATION	4th CALCULATION
AAS DT	30th Week	60th Week	90th Week	99th Week
AAS AT	30th Week	60th Week	90th Week	108th Week
AAS OPT	30th Week	60th Week	90th Week	108th Week
AAS CIS	30th Week	60th Week	90th Week	117th Week
AAS WEB	30th Week	60th Week	90th Week	117th Week
AAS MLT	30th Week	60Th Week	90th Week	117Th Week
AAS SURGICAL TECH	30th Week	60Th Week	90th Week	117Th Week

Students in the following programs must have completed at least 20% of the total program and maintain a 2.0 GPA by the 1st calculation, 40% of the total program and maintain a 2.0 GPA by the 2nd calculation, 60% of the total program and maintain a 2.0 GPA by the 3rd calculation, 80% of the total program and maintain a 2.0 GPA by the 4th calculation, and 100% of the total program and maintain a 2.0 PGA by the 5th calculation.

PROGRAM	1st CALCULATION	2nd CALCULATION	3rd CALCULATION	4th CALCULATION	5th CALCULATION
AAS DMS	30th Week	60th Week	90th Week	120th Week	156th Week
AAS RS	30th Week	60th Week	90th Week	120th Week	144th Week
AAS MR	30th Week	60th Week	90th Week	120th Week	144th Week
AAS ADN	30th Week	60th Week	90th Week	120th Week	147th Week

Students in the following programs must have completed at least 15% of the total program and maintain a 2.0 GPA by the 1st calculation, 30% of the total program and maintain a 2.0 GPA by the 2nd calculation, 45% of the total program and maintain a 2.0 GPA by the 3rd calculation, 60% of the total program and maintain a 2.0 GPA by the 4th calculation, 75% of the total program and maintain a 2.0 PGA by the 5th calculation, 90% of the total program and maintain a 2.0 PGA by the 6th calculation, and 100% of the total program and maintain a 2.0 PGA by the 7th calculation.

PROGRAM	1ST CALCULATION	2ND CALCULATION	3RD CALCULATION	4TH CALCULATION	5TH CALCULATION	6TH CALCULATION	7TH CALCULATION
BS BM	30th Week	60th Week	90th Week	120th Week	150th Week	180th Week	210th Week
BS HA	30th Week	60th Week	90th Week	120th Week	150th Week	180th Week	210th Week

QUALITATIVE REQUIREMENT SAP

Students who do not maintain a minimum of 2.0 GPA, will be considered to not meet satisfactory academic progress and will be placed on a 12 week academic probation. Students achieving a cumulative grade point average of 2.00 at the end of the probation period will be returned to good standing. Students who fail to achieve overall satisfactory progress for the program at the end of the one twelve week probationary period will be subject to academic dismissal. Students are allowed a maximum of one probation period per 12 month period. Students whose enrollment is terminated as an academic dismissal may not restart the program. The terms of the approved refund policy shall be applied.

QUANTITATIVE REQUIREMENT SAP PROBATION

Students who do not meet the minimum percentage of program completion at any given calculation will be considered to not meet satisfactory academic progress and will be placed on academic probation. Progress will be again measured at the next calculation period. Students who meet the minimum percentage of program completion will return to good standing. Students who do not meet the minimum percentage of program completion will be subject to academic dismissal. Students will not be allowed to re-enroll after being dropped for lack of measurable progress. Students are allowed a maximum of one probation period per 12 month period. Students whose enrollment is terminated due to failure to maintain quantitative requirements may not restart the program. The terms of the approved refund policy shall be applied.

REINSTATED POLICY

Students who have been dismissed due to qualitative requirements may apply for reinstatement to the university and program by completing the following procedures:

Submit a typed letter to the SAP Appeal Committee. This letter must contain information about the student‘s reason regarding the action and/or decision and reasons why the student is wishing to be reinstated. Students must provide supportive documentation along with their letter in order to support their position and any mitigating circumstances that may have existed. The reinstatement letter must be submitted from the student to the SAP Appeal Committee after 6 months of the student receiving the termination letter. The student will be notified of the SAP Appeal Committee decision within five (5) business days following the receipt of the student‘s reinstatement letter, additional time may be taken to thoroughly review student‘s request. The student will receive a written decision as to the status of his/her request and any SAP plan that may be attached to it. The SAP Appeal Committee‘s decision shall be final. Students may only file one reinstatement over the course of their academic career.

Student Who Receive Title IV Funding Must Meet The Following SAP To Remain Eligible for Title IV Funding

1.1 Process Overview & Responsibilities

To be eligible for Title IV aid, a student must maintain satisfactory academic progress. If the student has made acceptable quantitative and qualitative progress for that particular increment, then the school reviews the 150% of the maximum allowable time frame criterion to measure student‘s SAP.

All students must maintain Satisfactory Progress according to the following standards in order to continue enrollment. Satisfactory Progress is measured at the end of each payment period, and will be checked prior to disbursement of aid. Financial Aid SAP standards are established by the Office of Financial Aid. The relevant SAP policies are summarized below.

Measurable Progress/Maximum Time Frame

“Making measurable progress” is defined as the student being on pace to complete the program of study in no more than 150% of the normal program length based on the program’s academic calendar. Transfer Credits, Incomplete, Repeated, or Withdrawn grades will be factored in when considering measurable progress. Students must be able to complete the program without attempting more than 150% of the required credits or clock hours. Once it has been deemed impossible for a student to complete the program within 150% of the published length of the educational program, as measured in credit hours or clock hours, the student must be dismissed from the College and lose federal

financial aid eligibility. At this point, even if the student has the capacity to 'self-pay" they should not be allowed to continue in the program. The pace requirement has been established to ensure that all students do not exceed the maximum timeframe threshold and this must be applied equitably to all students, regardless of whether they are Title IV funded or not.

1.2 Financial Aid Warning

The OFA evaluates Satisfactory Academic Progress at the end of each payment period. If a student falls below a 2.0 GPA the student will be placed on financial aid warning for one payment period. If the student is still not meeting SAP at the end of the warning period, the student maybe placed on Financial Aid Probation. (See ―Financial Aid Probation‖ below.) A student who is put on a Financial Aid Warning can continue to receive Title IV aid for the next payment period after receiving the warning status. The status will be conferred automatically without the student appealing his/her SAP status.
At the next SAP checkpoint, if that student has not made academic progress, they will no longer be in a Warning status but moved to a Termination Status. Students that do not demonstrate significant progress toward meeting SAP at the end of the next Sap check period will be dismissed or terminated from College and are ineligible to receive federal financial aid unless they successfully appeal that determination.

1.3 Student Appeal Procedures

The student must advise the school as to why his/her grades have fallen below SAP and devise a plan to improve grades during the next payment period. A plan must be developed to assist a student to achieve success in the coming payment period. A student may file an appeal due to a death in the family, illness, an approved medical withdrawal, extreme change in financial or legal circumstances, or compulsory military duty, or other serious reasons. The appeal must be in writing to the SAP Appeal Committee explaining what caused the problem. The student would have to submit how circumstances have changed that will allow him/her to attain satisfactory academic progress once the probationary period is over.

A student, who wished to appeal a decision made in reference to the Satisfactory Academic Progress policy, must submit a typed letter to the SAP Appeal Committee. This letter must contain information about the student's reason regarding the action and/or decision and reasons why the student is wishing to appeal. Students must provide supportive documentation along with their letter in order to support their position and any mitigating circumstances that may have existed. The appeal letter must be submitted from the student to the SAP Appeal Committee within 3 business days of the student receiving the Financial Aid Ineligibility Letter. The student will be notified of the SAP Appeal Committee decision within five (5) business days following the receipt of the student's appeal letter, additional time may be taken to thoroughly review student's appeal. The student will receive a written decision as to the status of his/her appeal and any SAP plan that may be attached to it. The SAP Appeal Committee's decision shall be final. Students may only file one appeal over the course of their academic career.

1.4 Academic Plan

Students who successfully appeal will be placed on Financial Aid Probation for one payment period. Students must agree to an academic progress plan by the term's academic progress plan deadline. The Academic Plan is a plan developed by SAP Appeal Committee.

1.5 Financial Aid Probation

Students on financial aid probation who fail to make satisfactory academic progress by the next term will lose their financial aid eligibility.

LOSS OF TITLE IV ELIGIBILITY
Students are eligible to continue their program of study as long as they continue to meet the university's SAP policy.

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturday, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than $100 in any administrative fees charged, as well as items

of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

REFUND POLICY

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.

2. The effective date of termination (determined date of withdrawal) for refund purposes will be the earliest of the following:

   (a) The last day of attendance, if the student is terminated by the school;

   (b) The date of receipt of written notice from the student; or

   (c) Ten school days following the last date of attendance.

   A student's last day of attendance is defined as the last day a student had academically related activity, which may include projects, clinical experience, or examinations.

3. Students who wish to withdraw from the course of study must complete the withdrawal process. The withdrawal process consists of:
   a) Completing a withdrawal form
   b) Conducting an interview with the School Director or President.
   c) Verifying refund status with the accounting department.

   Students who do not complete this process will be automatically withdrawn from the institution after the tenth consecutive absence.

4. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than$100 in nonrefundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course.

5. If a student enters a residence program and withdraws or is otherwise terminated, the school or college may retain not more than $100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.[2]

6. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

7. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

8. A full refund of all tuition and fees is due and refundable in each of the following cases:

   (a) If an enrollee is not accepted by the school;

   (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or

[2] More simply, the refund is based on the precise number of hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form PS-1040R provides the precise calculation.

(c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

9. **REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.**

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

(a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

(b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

(1) Satisfactorily completed at least 90 percent of the required coursework for the program; and

(2) Demonstrated sufficient mastery of the program material to receive credit for completing the program

10. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 45 days after the effective date of termination

TUITION BREAKDOWN

Medical Assistant/Laboratory Assistant

Total Program Price:	**$ 17,781.00**
Tuition:	**$ 14,960.00**
Book Fee:	**$ 1,666.00**
Certification Fee:	**$ 155.00**
Laboratory Fee:	**$ 200.00**
Electronic Reader:	**$ 800.00**

Associate of Applied Sciences in
Medical Assisting

Total Program Price:	**$ 28,035.00**
Tuition:	**$ 24,129.00**
Book Fee:	**$ 2,517.00**
Certification Fee:	**$ 389.00**
Laboratory Fee:	**$ 300.00**
Graduation Fee	**$ 100.00**
Electronic Reader:	**$ 600.00**

Associate of Applied Science in
Medical Laboratory Technology

Total Program Price:	**$ 36,548.00**
Tuition:	**$ 32,458.00**
Book Fee:	**$ 2,483.00**
Laboratory Fee:	**$ 400.00**
Certification Fee:	**$ 507.00**
Graduation Fee:	**$ 100.00**
Electronic Reader:	**$ 600.00**

Associate of Applied Science in
Medical Coding and Billing Systems

Total Program Price:	**$ 31,457.00**
Tuition:	**$ 27,596.00**
Book Fee:	**$ 2,566.00**
Certification Fee:	**$ 595.00**
Graduation Fee:	**$ 100.00**
Electronic Reader:	**$ 600.00**

Associate of Applied Science in
Health Administration

Total Program Price:	**$ 30,451.00**
Tuition:	**$ 26,964.00**
Book Fee:	**$ 2,595.00**
Certification Fee:	**$ 192.00**
Graduation Fee	**$ 100.00**
Electronic Reader:	**$ 600.00**

Bachelor of Science in
Health Administration

Total Program Price:	**$ 54,749.00**
Tuition:	**$ 46,243.00**
Book Fee:	**$ 5,798.00**
Certification Fee:	**$ 1,108.00**
Graduation Fee:	**$ 100.00**
Laptop Fee:	**$ 1,500.00**

Computed Tomography
Certificate

Total Program Price:	**$ 10,983.00**
Tuition:	**$ 10,350.00**
Book Fee:	**$ 333.00**
Certification Fee:	**$ 200.00**
Laboratory Fee:	**$ 100.00**

Associate of Applied Science in
Diagnostic Medical Sonographer

Total Program Price:	**$ 47,865.00**
Tuition:	**$ 42,378.00**
Book Fee:	**$ 2,792.00**
Technology Fee:	**$ 645.00**
Laboratory Fee:	**$ 600.00**
Certification Fee:	**$ 750.00**
Graduation Fee:	**$ 100.00**
Electronic Reader:	**$ 600.00**

Associate of Applied Science in
Radiological Sciences

Total Program Price:	**$ 43,974.00**
Tuition:	**$ 39,560.00**
Book Fee:	**$ 3,294.00**
Technology Fee:	**$ 170.00**
Certification Fee:	**$ 250.00**
Graduation Fee:	**$ 100.00**
Electronic Reader:	**$ 600.00**

Associate of Applied Science in
Magnetic Resonance Imaging

Total Program Price:	**$ 40,397.00**
Tuition:	**$ 36,800.00**
Book Fee:	**$ 2,497.00**
Technology Fee:	**$ 100.00**
Certification Fee:	**$ 300.00**
Graduation Fee:	**$ 100.00**
Electronic Reader:	**$ 600.00**

Associate of Applied Science in Nursing

Total Program Price:	**$ 45,740.00**
Tuition:	**$ 40,430.00**
Book Fee:	**$ 3,090.00**
Technology Fee:	**$ 420.00**
Practice Exam Fee:	**$ 1,200.00**
Electronic Reader:	**$ 600.00**

Bachelor of Science in Nursing (RN to BSN Bridge)

Total Program Price:	**$ 10,000.00**
Tuition:	**$ 8,777.00**
Book Fee:	**$ 1,223.00**

Bachelor of Science in Radiology Management

Total Program Price:	**$ 19,482.00**
Tuition:	**$ 17,940.00**
Book Fee:	**$ 1,542.00**

Associate of Applied Science in Ophthalmology Technician

Total Program Price:	**$ 32,622.00**
Tuition:	**$ 29,269.00**
Book Fee:	**$ 2,053.00**
Certification Fee:	**$ 300.00**
Laboratory Fee:	**$ 300.00**
Graduation Fee:	**$ 100.00**
Electronic Reader:	**$ 600.00**

Associate of Applied Science in Business Management and Accounting Systems

Total Program Price:	**$ 30,218.00**
Tuition:	**$ 27,331.00**
Book Fee:	**$ 1,941.00**
Certification Fee:	**$ 246.00**
Graduation Fee:	**$ 100.00**
Electronic Reader:	**$ 600.00**

Bachelor of Science in Business Management

Total Program Price:	**$ 54,148.00**
Tuition:	**$ 46,497.00**
Book Fee:	**$ 5,570.00**
Certification Fee:	**$ 481.00**
Graduation Fee:	**$ 100.00**
Laptop Fee:	**$ 1,500.00**

Associate of Applied Science in
Diesel Technology

Total Program Price:	**$ 33,992.00**
Tuition:	**$ 29,277.00**
Tool Fee:	**$ 1,800.00**
Book Fee:	**$ 953.00**
Equipment Fee:	**$ 1,000.00**
Technology Fee:	**$ 262.00**
Graduation Fee:	**$ 100.00**
Electronic Reader:	**$ 600.00**

Associate of Applied Science in
Automotive Technology

Total Program Price:	**$ 36.665.00**
Tuition:	**$ 31,727.00**
Tool Fee:	**$ 1,800.00**
Book Fee:	**$ 1,176.00**
Equipment Fee:	**$ 1,000.00**
Technology Fee:	**$ 262.00**
Graduation Fee:	**$ 100.00**
Electronic Reader:	**$ 600.00**

Associate of Applied Science in
Web and Mobile Marketing Development

Total Program Price:	**$ 38,028.00**
Tuition:	**$ 32,232.00**
Laptop Fee:	**$ 1,500.00**
Book Fee:	**$ 2,080.00**
Laboratory Fee:	**$ 1,500.00**
Certification Fee:	**$ 616.00**
Graduation Fee:	**$ 100.00**

Associate of Applied Science in
Computer Information Technology Systems

Total Program Price:	**$ 37,070.00**
Tuition:	**$ 30,803.00**
Laptop Fee:	**$ 1,500.00**
Book Fee:	**$ 2,070.00**
Laboratory Fee:	**$ 600.00**
Certification Fee:	**$ 1,997.00**
Graduation Fee:	**$ 100.00**

Associate of Applied Science in
Surgical Technology

Total Program Price:	**$ 34, 169.00**
Tuition:	**$ 30, 817.00**
Tech Fee:	**$ 240.00**
Book Fee:	**$ 1, 522.00**
Laboratory Fee:	**$ 600.00**
Certification Fee:	**$ 290.00**
Graduation Fee:	**$ 100.00**
Other:	**$ 600.00**

Certificate in Welding

Total Program Price:	**$ 30,341.00**
Tuition:	**$ 24,005.00**
Tool Fee:	**$ 1,800.00**
Book Fee:	**$ 286.00**
Graduation Fee:	**$ 100.00**
Other:	**$ 600.00**
Lab Fee	**$ 100.00**
Tech Fee	**$ 250.00**
Certificate Fee	**$ 3,200.00**

JOB PLACEMENT ASSISTANCE

Job placement assistance is available for both graduates and currently enrolled students. Extensive job listings of local and out-of-town opportunities are available for students to review. Particular attention is given to matching students with prospective employers and positions that are compatible with their career goals, qualifications and experiences. The Career Development class provides information on job search skills, interviewing techniques, resume writing, and market demands. Individual counseling with placement staff is encouraged. Information concerning job placement assistance may be obtained by contacting the Director of Student Services. Southwest University at El Paso does not guarantee job placement or a starting salary upon graduation, completion or withdrawal from the School.

STUDENT SERVICES

In order to provide a complete education experience, SU provides a variety of student services. These services include daily tutoring, placement assistance, and academic guidance. SU has contracted with Student Resource Services to provide 24-hour supportive services for students. Student Resource Services provides students with financial counseling, access to master-level counselors, and contacts for community-based agencies that can facilitate transportation, childcare, and other daily living needs. All entrances and exits to all Southwest University at El Paso buildings and all offices and classrooms meet ADA requirements. In addition Southwest University at El Paso provides students with special needs ADA approved restrooms, and modified classroom furniture to meet their needs.

NON-DISCRIMINATION POLICY – AFFIRMATIVE ACTION STATEMENT

Southwest University at El Paso is an equal opportunity employer and follows the same policies in accepting applications for all potential students; including, but not limited to selection, placement, transfers, training and development, terminations and all conditions or privileges of admissions or hire. Southwest University at El Paso requires that all admission and hiring practices be structured and applied equally without regard to factors that are non-job related. These factors include, but are not limited to race, sex, creed, color, religion, national origin, age, source of income, marital status, sexual orientation, disabilities when the individual is otherwise qualified; or status as disabled this includes all veterans.

Southwest University at El Paso complies with Section 504 policies (nondiscrimination against handicapped persons) and does not discriminate against hiring or enrolling handicapped persons on the basis of the handicap.

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INSTITUTION'S RULES AND REGULATIONS

The institution's rules and regulations are published in the student handbook. Student handbooks are made available to students during the orientation process and by request.

EXPERIENTIAL CREDIT

Southwest University at El Paso does not accept experiential credit for any program

TESTING FOR CREDITS

Southwest University at El Paso does allow students to test for credit in the Medical Assistant program. Please contact the student advisor to receive more information.

ADVANCED PLACEMENT

Southwest University at El Paso does not grant advanced placement

SOUTHWEST UNIVERSITY COURSE CREDIT IDENTIFICATION

Courses listed with three (3) digits within the course code are identified as a courses provided in the Certification and/or Associates Degree programs (lower division courses). Courses listed with four (4) digits within the course code are identified as courses provided in the Bachelor's degree programs (higher division courses).

TRANSFER OF CREDIT BETWEEN PROGRAMS WITHIN THE INSTITUTION

Students at Southwest University at El Paso may transfer to different programs within the institution. Students must complete a Request for Program Change Form. The School Director and CEO must sign this form prior to approval. Credits will be evaluated by the School Director and applied towards the new program, if applicable. To be eligible for transfer credit, students must have successfully completed the class with a minimum grade of "B". Students will only be allowed to transfer into another program once during the course of enrollment. If a student has completed or withdrawn from Southwest University at El Paso and wishes to enroll into a new program, the student will be treated as a new enrollment.

TRANSFER OF CREDIT FROM ANOTHER INSTITUTION

Students may transfer from other post-secondary public or private institutions recognized by the United States Department of Education (USDE) or Council for Higher Education Accreditation (CHEA). Admission and transfer of credit will be based on an evaluation of the academic transcript by the School Director. The University does not guarantee the transferability of credits from other educational institutions. Credit for courses with a final grade of "B" or better from another accredited post-secondary institution will be accepted under the following conditions:

Associate Degree, Bachelor Degree (Degree Completed):

- There is comparability in the nature, content and level of credit earned to the appropriate and applicable course and program offered by Southwest University at El Paso.
- Official transcripts must be received before the enrollment date.
- A maximum of 10 courses will be transferred to a bachelor program

Certificate Programs:

- Credit must have been awarded within (7) years.
- There is comparability in the nature, content and level of credit earned to the appropriate and applicable course and program offered by Southwest University at El Paso.
- Transcripts must be received before the enrollment date.
- A maximum of 4 courses will be transferred to an associate degree or a certificate program

A transcript must be furnished from the educational institution previously attended prior to request for evaluation. A course competency examination may be required. Contact the Academic Advisor for more information.

ARTICULATION CREDITS

Southwest University at El Paso has Articulation Agreements with the following Universities:

- University of Phoenix
- Grand Canyon University

Students who have completed selected classes in high school that have been approved and are agreed upon by both SU and the ISD for that school year could be eligible for articulated credit. Please visit the admissions office for more details.

SCHOLARSHIPS

SU participates in several scholarship opportunities to assist students in achieving their educational goals. Scholarships include SU's High School Scholarship program, which awards two $1000.00 scholarships to every high school in El Paso County. Career College and Schools of Texas (CCST) scholarships offer four $1000.00 scholarships to every high school in the State of Texas. Applications are coordinated with each high school's guidance counseling departments. SKILLSUSA scholarships are offered to eligible students competing in Automotive and in Diesel Technology programs. Scholarship amounts are as follows: 1st place: 25% of current year tuition; 2nd place: 20%; 3rd place: 15%; 4th place: 10%; and 5th place: 5%. Students must be in good standing to graduate from high school in the year awarded. Scholarship recipients can use ONLY one scholarship per year and cannot combine any of the above

LIMITED TRANSFERIBILITY OF CREDIT TO OTHER INSTITUTIONS

SU does not guarantee transferability of credit to other post-secondary institutions and acknowledges that credit transferability is limited. Post-secondary institutions vary greatly in their practice of accepting transfer credit for courses completed at other postsecondary institutions. The acceptance of transfer credits is left at the discretion of the institution to which an individual transfers. Students who transfer may be required to repeat courses in which a grade of "D" or "F" was received. Students planning to transfer are urged to contact the school to which they intend to transfer and apply for transfer credit. Many of the courses offered by Southwest University at El Paso have been developed to prepare students with skills appropriate tithe employment market rather than for college transfer. Some institutions may accept such courses as elective credit, while other institutions may not accept the transfer credit.

DRUG-FREE SCHOOLS AND COMMUNITIES ACT – PUBLIC LAW 101-226

The DrugFreeSchools and Communities Act Amendment of 1989 requires, as a condition of receiving funds or any form of financial assistance under any Federal Program, an institution of higher education to certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drug and alcohol by students and employees. This program will be an ongoing prevention project that, at a minimum, will include the following: Distribution in writing to each employee and to each student who is taking one or more classes for any type of academic credit, regardless of the length of the student's program of study, to include standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property. Southwest University at El Paso will impose disciplinary action on students and employees up to and including expulsion or termination of education or employment and referral for prosecution for the violation of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

SUMMARY: All employees and students must certify that, as a condition of enrollment, employment or receiving any financial aid, they will not engage in the unlawful manufacture, distribution, dispensing or the use of a controlled substance during the period covered by employment or the period where federal financial assistance is used for education

FERPA

The institution will annually distribute to all enrolled students information about:

- The right to review their education records, to request amendment of records, to consent to disclosures of personally identifiable information and to file complaints with the Department of Education.
- Procedures for reviewing education records and requesting amendment of the records.
- Information about the institution's policy regarding disclosures to school officials with a legitimate educational interest in the education records.

RECORDS AND THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

In compliance with the Family Educational Rights and Privacy Act of 1974 and the Buckley Amendment, Southwest University at El Paso gives notice that the following types of directory information will be released to the general public and agencies without the written consent of the student:
a) student's dates of attendance; b) date of graduation and degree or certificate earned. Other kinds of directory information, such as a student's address, telephone listing, program of study, awards received, and the most recent previous education agency or previous institution attended, will be released only in response to a written request. The school reserves the right to refuse the above information if the reason for the request is not considered to be a sufficient need to know. Information regarding the student's record: grades, courses, GPA, social security number and other personal information will not be released without the student's written consent.

Students currently enrolled may request that all or part of their directory information be withheld from the public by filing a written request with the Registrar's Office. Such a request will remain in effect during the enrollment period unless the student requests its removal in writing.

Students must authorize release of any additional information pertaining to student records, in writing, except as authorized under the law. Such exceptions include, but are not limited to, agencies duly conducting authorized audits of school records, compliance with a legally authorized court order, and cooperation with law enforcement officials in an official investigation. Students, parents of students considered "minors", and guardians of "tax dependent" students have a right to inspect, review, request copies of and challenge the contents of their educational records, but are responsible for the cost of such requested copies.

The Registrar Office is responsible for maintenance of students' records. The staff will supply students with information related to their records and refer those students requiring additional assistance to appropriate school officials.

At the postsecondary level, parents have no inherent rights to inspect a student's education record. The right to inspect is limited solely to the student. Records may be released to parents only under the following circumstances: (1) through the written consent of the student, (2) in compliance with a subpoena.

Employees of Southwest University at El Paso may have access to student education records. Their confidentiality, use, and release are governed by **FERPA**. Utilization of this information is governed by the regulations and the duties and responsibilities of employment and position. Unless job involves release of information and you have been trained in that function, any requests for disclosure of information, especially from outside the school should be referred to the Academic Advisor. Release of information contained on a student's record without the written consent of the person identified on the document is in violation of Sec. 438 Public Law 90-247. Each school employee should have their own accounts and passwords on the administrative computer system and on e-mail. Each employee is responsible for their personal account and will be held accountable for any improper use. Protection of their sign-on password and procedure is critical for security. Your password is the only protection your account has, and the only way the computer system can verify that you are actually who you say you are. Please pick a good password and protect it.

RECORD RETENTION AND MAINTENANCE

Admissions material submitted to the School should be original documents. Upon receipt by the admissions office, the documents submitted become property of the school. Originals, except for diplomas or foreign transcripts, will not be returned to the student. An admission file will be considered complete if the material required for enrollment has been received. In accordance with school policy, admissions applications and supporting documentation will be retained for a period of one year and then destroyed if the student has not started classes. In accordance with provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, third party access to the records or copies of the documents therein, will not be permitted without the written consent of the student. Validation of the written consent will be required prior to release of information in the record. A reasonable period (not to exceed 45 calendar days) will be requested to review the record or receive copies thereof, and, upon presentation of acceptable identification to the School Director, be permitted supervised access to copies of the record. The student or third party will be responsible for upfront payment of copying costs at the rate of $.75 per page.

All documents related to the student's academic profile, academic transcripts, program diploma and progress are kept in a hard copy version for 5 years. Thereafter, all documentation is kept indefinitely in an electronic version. Students who request in writing or through the school web portal copies or official transcripts will be processed and delivered in a reasonable time frame.

STUDENT RESPONSIBILITY FOR REGISTRATION

Information regarding the conditions and criteria for student enrollment and registration is contained in this catalog and supplemented by information in the Student Handbook. It is the responsibility of each student to be knowledgeable in these policies, procedures, and requirements and to satisfy all conditions related to enrollment and registration.

NEW STUDENT ORIENTATION

New student orientation is an advisory service offered prior to the beginning of each class start date. The orientation session acquaints new students with school policies, procedures, and services. Class schedules are distributed and the registration process is thoroughly explained during these sessions. New students must attend an orientation session to ease the transition into the school environment

RIGHT OF APPEAL

Special Grievance Policy Procedures for initiating Grievance Complaints

This procedure has been established to provide a method to resolve student grievances at the administrative level in a fair and expeditious manner. For the purpose of this procedure, grievances are limited to alleged violations of Southwest University at El Paso policy or procedures by Southwest University at El Paso or its employees, disputes with faculty and/or alleged unfair treatment. This method is usually used to appeal a grade the student feels was not justified or other academic concerns. Under no condition should these policies be used when the student has allegedly violated the code of conduct. Any student who believes that he/she has been unjustly treated within the academic/clinical process may proceed as far as necessary in the steps detailed below.

A. Appeal to the faculty member: The student is to submit a written appeal to the faculty member within 30 days after the start of the six week period following the six week period in which the alleged grievance occurred. The faculty member and the student are to discuss the problem. The faculty member will submit a written report outlining his or her decision to the student and director within ten working days of receipt of the student's written appeal.

B. Appeals to the Program Director: If a decision satisfactory to the student cannot be reached, the student may submit a written appeal to the Program Director. This is to be done within ten working days after the receipt of the written decision by the Program Director may meet with the student, faculty member to review the merits of the appeal. The Program Director will notify the student with a response outlining his or her decision within ten days of the last meeting.

C. Appeals to the School Director: If a decision satisfactory to the student cannot be reached with the program director, the student may submit a written appeal to the School Director. This is to be done within ten working days after the receipt of the written decision by the School Director may meet with the student, program director to review the merits of the appeal. The Program Director will notify the student and the program director with a response outlining his or her decision within ten days of the last meeting.

Students dissatisfied with either of the school's responses to their complaint or who are not able to file a complaint with the school, can file a formal complaint with THECB or TWC.

Formal complaints with THECB can be submitted by using one of the following three options:

- By completing the online student complaint form and uploading the supporting required documentation, please follow the link below for more information.
- By sending an email to studentcomplaints@thecb.state.tx.us with the required student complaint and release forms along with supporting documentation as PDF attachments. Please follow the link below for more information.
- By mailing printed student complaint forms to:

Contact Information for THECB: Texas Higher Education Coordinating Board Office of General Counsel P.O. Box 12788 Austin, Texas 78711-2788

Information on filing a complaint with THECB can be found on their Website at:
http://www.thecb.state.tx.us/index.cfm?objectid=AC6FA0BC-F5DB-16DE-6B667C083DFB5B98

ACADEMIC MISCONDUCT

A. **Academic Misconduct -** Any Student found guilty of academic misconduct shall be subject to disciplinary action. Academic misconduct includes, but is not limited to the following actions:
   1. Cheating or knowingly assisting another student in committing an act of cheating or other forms of academic dishonesty.
   2. Plagiarism, which includes, submitting examinations, themes, reports, drawings, laboratory notes, undocumented quotations, or other material as one's own work when such work has been prepared by another person or copied from another person.
   3. Unauthorized possession of examinations or other course related material.
   4. Unauthorized changing of grades on an examination, in an instructor's grade book, or a grade report.

B. **Academic Discipline Process –** The faculty member or School Director must inform the student of the alleged offense upon discovery, and after an investigation, will take one of the following actions:
   1. The allegation may be dismissed as unfounded
   2. The allegation may be dismissed for lack of clear evidence
   3. The student may admit guilt and a sanction will be imposed
   4. The School Director will determine guilt based on clear and convincing evidence and a sanction will be imposed

C. **Sanctions That May Be Imposed-** If the student admits guilt to academic misconduct or is found guilty by the School Director the following sanctions may be applied.
   1. The student may receive a failing grade for the assignment, report, or test and be put on six weeks of probation
   2. The student may receive a failing grade for the course and be put on six weeks of probation
   3. The student may be dropped from all the courses he or she is currently taking
   4. The student may be permanently expelled from Southwest University at El Paso

SCHOOL POLICIES

Tuition Fees: Tuition fees vary according to program. A complete listing of classes and prices is included in this catalog. The fees are due upon enrollment in each program segment.

Book Fee: Student is responsible for books.

Supplies: Student is responsible for purchasing supplies, notebook(s) and pencils or pens

Total charges: Student is responsible for: books and supplies.

Financial Aid: Financial aid information and payment plans are available through the financial aid office. Students sponsored through the URGWDB will be charged the agreed upon cost of attendance.

Repeat Policy: Students who choose to repeat a course will have the higher of the two course grades factored into their GPA. Students will be charge the full amount of the course.

Repeating Non-Passing Courses: Southwest University at El Paso allows students who earned a grade of D or lower to repeat the identical course and have the higher grade recorded and calculated in the GPA. The original course will be replaced as a "FR" as Failed Repeat or "R" as Repeat. Courses may not be repeated once the degree has been awarded.

Method of Delivery: SU provide instruction via residential and distance education.

Language of Instruction: SU does not offer English as a Second Language instruction. All instruction occurs in English.

Campus Accessibility: SU's facilities are ADA compliant.

Referrals: Students experiencing personal difficulties may seek assistance by the Director or the President in receiving referrals to professional agencies or organizations.

Tutoring: Students experiencing academic difficulties may seek assistance from the Director or the President in seeking tutoring services.

Calendars: Classes are from Monday through Friday excluding holidays.

Student Handbook: SU institutional rules and regulations are provided in the student handbook.

Regular Hours of Operation:
School: 8:00 AM-9:00 PM Monday through Friday, Saturday by appointment
Office: 8:00 AM-9:00 PM Monday through Friday, Saturday by Appointment

Definitive Class Schedule
Mornings: 8:00-8:50, 9:00-9:50, 10:00-10:50, 11:00-11:50
Afternoons: 12:00-12:50, 1:00-1:50, 2:00-2:50, 3:00-3:50
Evenings: 5:00-5:50, 6:00-6:50, 7:00-7:50, 8:00-8:50

Standard of Attendance

Student Responsibilities: Regular class attendance is vital to a student's academic success. Students are expected to attend all classes regularly. They are responsible notifying professors of planned absences and for fulfilling requirements missed during absence. The professor will use their ethical judgment in determining how to fairly assist the student.

General Policy: Students may be dismissed from Southwest University at El Paso or from individual courses for attendance violations.

Consequences of Excessive Absences: Students who do not attend or participate in school after 10 days will receive an administration withdrawal from the school.

Distance Education Attendance Policy
Students are expected to participate in class sessions. If a student exceeds 2 weeks of non-participation (without proper documentation to excuse), he or she will be dropped from the course. Participation indicates that the student be engaged in the weekly assignments and threaded discussions, this means that, in addition to posting a response to the thread topic presented, students are expected to respond to each other and comment and questions from the instructor and/or other students.
Students who exceed 2 weeks of non-participation (without proper documentation to excuse) in all registered courses, will receive an administration withdrawal from the school.

Leaves of Absence: Leaves of absence, including military leaves, shall be reasonable in duration, not to exceed 180 calendar days in any twelve (12) month period, and shall be for specific and acceptable purposes. All requests for a leave of absence must be accompanied by acceptable documentation. The school attendance records will clearly show that a leave of absence has been granted. A written request for a leave of absence using the school's form, properly signed and dated by both the student and an authorized school official, must be placed in the individual student file.

A student having a documented and approved leave of absence will be allowed additional training to complete the requirements for the graduation. Additional training will be at no cost to the student. The student is not required to use this additional training if he/she has completed all requirements for graduation by the originally scheduled date.
*This policy also applies to distance education students.

Requirements for Graduation: Southwest University at El Paso has also established the following requirements and procedures for graduation:

- Successfully complete all required course work.
- Obtain an overall Grade Point Average of at least 2.0
- Complete externship (if applicable)
- Achieve competencies required per program
- Complete interview with administration
  (Optional)Complete interview with job placement coordinator

Factors That Adversely Impact a Student's Ability to Benefit: SU advises students that criminal records, identified disabilities, health limitations, and other circumstances may adversely impact a student's ability to benefit from the educational program. Please consult with an institutional representative for more information.

Campus Security: Security on campus is handled by the administration in coordination with state and local agencies. The personnel of this department are empowered to enforce Southwest University at El Paso's regulations, to investigate incidents and to apprehend those who violate these regulations or commit crimes on campus. Criminal violators who are apprehended will be turned over to the Central Regional Command, 915-577-5000 for arrest processing. When necessary, Southwest University at El Paso will press charges against the criminal violators.

Campus Community – Emergency Response: The administration has set up an e-mail group that will reach all current students, faculty and administration to inform them of any emergency on campus. In addition a message will be sent to students, faculty and administration. This system will be checked each year on specified days. The evacuation plan is the same as the fire evacuation plan that is posted throughout the building. All personnel will be advised of this plan each year.

ILLEGAL DISTRIBUTION OF COPYRIGHTED MATERIALS

Southwest University faculty and employees are prohibited from using the SU information network to illegally download or share music, video and all other copyrighted intellectual property; Southwest University supports the Higher Education Opportunity Act and Digital Millennium Copyright Act, including efforts to eliminate the illegal distribution of copyrighted material. Lieder the law, college administrators may be obligated to provide copyright holders with information about users of the SU information network who have violated the law.

Be aware that illegal forms of downloading and Peer to Peer file sharing as well as the unauthorized distribution of copyrighted materials are violations of the law and _ may subject you to academic sanctions from the college as well as criminal and civil penalties including a lawsuit against you by the Recording Industry Association of America (RIAA) learn more at wvw.campusdownloading.com.

The University has developed policies and consequences to ensure that faculty and staff respects music and other forms of intellectual property as well as conduct responsible use of the Internet. Review these policies below under the Misuse of Computer information & Resources Policy.

There are plenty of easy, affordable ways to get music online legally. To protect their intellectual property, companies have licensed hundreds of digital partners that offer a range of legal downloading options; including download and subscription services legitimate peer to peer services, video-on-demand, podcasts and CD kiosks. For a list of sources that offer legal downloading- sites, access www.riaa.com.

MISUSE OF COMPUTER INFORMATION & RESOURCES POLICY

This administrative procedure implements **Procedures Regarding Misuse of Computer Information.**

Abuse of computing, networking or information resources contained in or part of the network may result in the loss of computer privileges. Additionally, abuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable college policies, or procedures. Complaints alleging abuse of the network will be directed to those responsible for taking appropriate disciplinary action illegal reproduction of material protected by U.S. and International Copyright Law is subject to civil damages and criminal penalties including fines and imprisonment.

Examples of behaviors constituting abuse include, but are not limited to the following activities:

System Abuse

- Using a computer account that one is not authorized to use.
- Obtaining a password for a computer account that one is not authorized to have.
- Using the network to gain unauthorized access to any computer systems.
- Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals or networks.
- Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses and worms.
- Knowingly or carelessly allowing someone else to use your account who engages in any misuse.
- Forging email messages.
- Attempting to circumvent data protection schemes or uncover or exploit security loopholes. Masking the identity or an account or machine.
- Deliberately wasting computing resources.
- Downloading, displaying, uploading or transmitting obscenity or pornography, as legally defined.
- Attempting to monitor or tamper with another user`s electronic communications, or changing, or deleting another user‘s files or software without the explicit agreement of the owner.
- Personal use which is excessive or interferes with the user's or others' performance of job duties, or otherwise burdens the intended use of the network.

Harassment

- Using the telephone, email or voice mail to harass or threaten others.
- Knowingly downloading, displaying or transmitting by use of the network, communications, pictures, drawings or depictions that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political belief.
- Knowingly downloading, displaying or transmitting by use of the network sexually explicit images, messages, pictures, or cartoons when done to harass or for the purposes of harassment.
- Knowingly downloading, displaying or transmitting by use of the network sexually harassing images or text in a public computer facility, or location that can potentially be in view of other individuals.
- Posting on electronic bulletin boards material that violates existing laws or the University' Codes of Conduct.
- Using the network to publish false or defamatory information about another person.

Copyright

- Violating terms of applicable software licensing agreements or copyright laws.
- Publishing copyrighted material without the consent of the owner on Web sites in violation of copyright laws.

Exceptions

Activities by technical staff, as authorize by appropriate university officials to take action or security, enforcement, technical support, troubleshooting or performance testing purposes will not be considered abuse of the network. Although personal use is not an intended use, SU recognizes that the network will be used for incidental personal activities and will take no disciplinary action provided that such use is within reason and provide that such usage is ordinarily on an employee's own time is occasional and does interfere with or burden SU's operation.

Resolution of Student Grievance/Complaints: Students will have access to the Director to express grievance or complaints. Grievances will then be directed to the advisory council. Students dissatisfied with this school's response to their complaint or who are not able to file a complaint with the school, can file a formal complaint with TWC.

Information on filing a complaint with TWC can be found on TWC's Career Schools and Colleges Website at:
http://www.thecb.state.tx.us/index.cfm?objectid=AC6FA0BC-F5DB-16DE-6B667C083DFB5B98
Unresolved grievances must be directed to:
Texas Workforce Commission,
Proprietary School Section
101 East 15th Street
Austin, Texas 78778-0001

Southwest University at El Paso
Program Listings
2020-2021

Quarter Credit Hour Definitions

10 Lecture Hours	=	1 Quarter Credit Hour
20 Laboratory Hours	=	1 Quarter Credit Hour
30 Externship Hours	=	1 Quarter Credit Hour
1 Quarter Credit Hour	=	5 Outside Preparation Hours

Medical Assistant/Laboratory Assistant

The Medical Assistant/Laboratory Assistant program is designed to assist students in gaining the necessary skills to be competent in data processing operations, records management, medical billing, medical coding, and certain non-invasive clinical procedures necessary to work in today's medical environment as a medical assistant. Program graduates will develop the knowledge and skills in the areas of medical administrative duties (recording vital signs, medical histories, arranging for hospital admission and laboratory services, purchasing supplies, billing, and bookkeeping), certain clinical duties such as preparation of laboratory specimens, disposing of contaminated specimens, sterilizing medical instruments, preparing patients for examination; delivering patient instruction, authorizing drug refills as directed, telephoning prescriptions to the pharmacy. Additionally, successful graduates will be proficient in customer services skills, business correspondence, and computer skills. Program graduates will be eligible to become a medical assistant, medical coding specialist, or a medical assistant in a doctor's office or dental office; or a public or private health care facility; or in a clinical laboratory.

Admissions Requirements:

1. A high school diploma or its equivalency is required for admission into the program;
2. Successful interview with an admissions representative is required prior to admissions.

Total Lecture Hours:	**375 Hours**
Total Lab Hours:	**345 Hours**
Total Externship Hours:	**190 Hours**
Total Program Hours:	**910 Hours**
Total Length of Time:	**36 Weeks**
Outside Preparation Hours:	**297.5 Hours**
Total Credit Hours:	**60 Credit Hours**

Definition of Academic Year: An academic year will consist of 30 instruction weeks and 36 quarter credit hours.

Full Time Status: Student's enrollment status will be considered full time if the student is enrolled in at least 7.5 credit hours in a six-week period.

Program Delivery: Residential
The program content is offered through lecture, laboratory, and externship experience.

Outside Preparation Policy
SU policy states that all instructors within the certificate programs must assign a minimum amount of outside preparation hours in the form of homework, research, and group projects. The minimum amount of outside preparation is noted in each course syllabi. Instructors are encouraged to assign additional outside preparation activities / project hours as they see necessary.

AP 101 ANATOMY & PHYSIOLOGY I

This course provides systemic and functional review of human gross anatomy and systematic anatomy in order for students to obtain the knowledge required in the allied health professions. Students will learn the physiology of different (organ) systems as well as the related terminology. The course will cover the following subject areas: Organization of the Body Cells, Tissues/ Organ Systems, Integumentary, Musculoskeletal and Nervous Systems.

Clock hours of lab: 10
Clock hours of classroom lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $600.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 2.0
Lab 0.5
Ext 0.0

TOTAL = 2.5 Qtr Hrs

AP 102 ANATOMY & PHYSIOLOGY II

This course provides a systemic and functional review of human gross anatomy and systematic anatomy in order for students to expand the knowledge acquired in the Anatomy & Physiology I course. Students will learn the major gross—anatomical and systematic anatomy structures and physiology, functions / interactions of the different (organ) systems, as well as the related terminology. The course will also introduce students to basic diagnostic images of gross-anatomical and systematic anatomy structures, as well as basic physiology, common diseases and treatments. This course will primarily focus on the clinical anatomy as it pertains to the Special Senses, Endocrine, Cardiovascular, Lymphatic, Respiratory, Digestive Reproductive and Urinary Systems.

Clock hours of lab: 10
Clock hours of classroom lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: Anatomy and Physiology I (AP 101)
Total Clock Hours: 30
Tuition: $600.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 2.0
Lab 0.5
Ext 0.0

TOTAL = 2.5 Qtr Hrs

AM 101 ADMINISTRATIVE MEDICAL ASSISTING

This course provides students with workforce readiness training, by placing emphasis on professional behavior, communication, basic computer concepts, with a focus on medical office business procedures and management.

Clock hours of lab hours: 20
Clock hours of classroom lecture: 10
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $480.00
Length of time (1 hrs per day, 5 days per wk): 6wks
Lecture 1.0
Lab 1.0
Ext 0.0

TOTAL = 2.0 Qtr Hrs

CL 100 INTRODUCTION TO CLINICAL PROCEDURES

The student will learn intermediate and advanced procedures for infection control, how to prepare, examine, and treat areas, take patient history and measurements, prepare and administer medications.

Clock hours of lab: 20
Clock hours of classroom lecture: 10
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $480.00
Laboratory Fee: ***Please see page 23***
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 1.0
Lab 1.0
Ext 0.0

TOTAL = 2.0 Qtr Hrs

CL 101 CLINICAL PROCEDURES

The student will learn intermediate and advanced procedures for infection control, how to prepare, examine, and treat areas, take patient history and measurements, prepare and administer medications, assist the doctor and conduct clinical procedures.

Clock hours of lab: 20
Clock hours of lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: Clinical Procedures (CL100)
Total Clock Hours: 60
Tuition: $1200.00
Length of time (2 hrs per day, 5 days per wk):6 wks
Lecture 4.0
Lab 1.0
Ext 0.0

TOTAL = 5.0 Qtr Hrs

EP 101 EXAM PREPARATION FOR MA's

This course will provide an exam preparation and subject review to help guide and prepare students for national certification tests. Students will review topics that are the foundation that standardized exams test

on. The course will provide students the knowledge needed to understand the structure and the purpose of questions that are typically used on standardized exams. The course will also provide information and test-taking techniques that will enable students to better prepare and manage standardized exams.
Clock hours of lab: 10
Clock hours of classroom lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: Laboratory Procedures II (LP 102)
Total Clock Hours: 30
Tuition: $660.00
Certification Fee: *Please see page 23*
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 2.0
Lab 0.5
Ext 0.0

TOTAL = 2.5 Qtr Hrs

EX –MA 101 EXTERNSHIP
This class is a hands-on externship in which the student spends 190 hours in a medical office environment utilizing the skills learned in the classroom and lab setting. This course fine tunes the skills learned and reinforces the role and functions of the Medical Assistant. The externship will be an unpaid, supervised experience at a health care or doctor's office setting.
Contact Hours: 190 (total)
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: Pre-Requisite: N/A
Total Clock Hours: 190
Tuition: $2000.00
Length of time (6 hrs per day, 5 days per wk): 5.2 wks
Lecture 0.0
Lab 0.0
Ext 6.0

TOTAL = 6.0 Qtr Hrs

HP 101 HUMAN PATHOPHYSIOLOGY
This course will provide an introduction to human diseases, techniques used to diagnose disease, treatments and interventions. Students will cover the major diseases of the organ systems, and understand the effects that diseases have on human anatomy and physiology. Students will also learn the clinical importance of understanding human diseases.
Clock hours of lab: 10
Clock hours of classroom lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $600.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 2.0
Lab 0.5
Ext 0.0

TOTAL = 2.5 Qtr Hrs

JC 101 COLLEGE STUDIES & CAREER PREPARATION
This course prepares students with the academic and organizational skills to successfully complete college studies, by showing students how to efficiently take notes, prepare for research projects and study for exams. Additionally, course is designed for students to develop job readiness skills, by teaching essay writing, researching (online), analytical skills, resume preparation, and professionalism for a career path.
Clock hours of lab: 10
Clock hours of classroom lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $600.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 2.0
Lab 0.5
Ext 0.0

TOTAL = 2.5 Qtr Hrs

LP 101 LABORATORY PROCEDURES I
The student will learn proper procedures and methods for maintaining a proper laboratory environment by deploying the newest lab procedures established by CLIA and OSHA. The student will learn the appropriate use of equipment, math and statistics, and record keeping procedures in the laboratory.
Clock hours of lab hours: 30
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 60
Tuition: $1080.00
Length of time (2 hrs per day, 5 days per wk): 6 wks
Lecture 3.0
Lab 1.5
Ext 0.0

TOTAL = 4.5 Qtr Hrs

LP 102 LABORATORY PROCEDURES II
The student will reinforce medical assistant skills and procedures related to the clinical laboratory. The student will learn concepts and procedures related to Administrative Medical Assisting duties related to the clinical laboratory, Collection and transport of specimens, Clinical Laboratory Improvement Amendment (CLIA) standards, Urinalysis, Hematology, Blood Chemistry and Immunology, and Medical Microbiology.
Clock hours of lab: 40
Clock hours of classroom lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: Laboratory Procedures I (LP101)

Total Clock Hours: 60
Tuition: $960.00
Length of time (2 hrs per day, 5 days per wk): 6 wks
Lecture 2.0
Lab 2.0
Ext 0.0

TOTAL = 4.0 Qtr Hrs

ME 101 MEDICAL LAW AND ETHICS
The student will learn the application of legal principles, policies, regulations and standards for the control and use of information as it applies to various areas of employment. Students will learn the proper release of information, ethical codes, confidentiality, humanistic healthcare, legal terminology, legal judgments, documents, and litigation terms. In class, students will apply this knowledge through discussion of ethical dilemmas, conferencing, and analysis of legal situations.
Clock hours of lab: 10
Clock hours of classroom lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $600.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 2.0
Lab 0.5
Ext 0.0

TOTAL = 2.5 Qtr Hrs

MI 101 MEDICAL INSURANCE FORMS
This course covers a wide range of medical insurance topics, including types of health insurance, types of coverage, claims processing, abstracting from medical records, and current issues in m medical insurance.
Clock hours of lab: 30
Clock hours of lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 60
Tuition: $1080.00
Length of time (2 hrs per day, 5 days per wk): 6 wks
Lecture 3.0
Lab 1.5
Ext 0.0

TOTAL = 4.5 Qtr Hrs

MS 101 MATH SKILLS
Math Skills will provide instruction and review in elementary arithmetic skills, mathematical operations, and their applications. The content includes operations with whole numbers, whole number and decimal fractions, ratio and proportion, percent, and calculator fundamentals. The course also introduces students to the basic fundamentals of dosage calculations.
Clock hours of lab: 10
Clock hours of classroom lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $600.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 2.0
Lab 0.5
Ext 0.0

TOTAL = 2.5 Qtr Hrs

MT 101 MEDICAL TERMINOLOGY I
This course provides basic medical terminology information including Greek and Latin derivations, prefixes, suffixes, root words, and combining forms. This course provides practice in building and defining medical terms, and emphasizes correct spelling and pronunciation of medical words.
Clock hours of lab: 15
Clock hours of classroom lecture: 15
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $480.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 1.5
Lab 0.5
Ext 0.0

TOTAL = 2.0 Qtr Hrs

MT 102 MEDICAL TERMINOLOGY II
This course is a continuation of MT 101 and provides in-depth medical terminology information including Greek and Latin derivations, prefixes, suffixes, root words, and combining forms. It provides practice in building and defining medical terms, and emphasizes correct spelling and pronunciation of medical words. Interpreting terminology related to body structure, disease, diagnosis, and treatment is emphasized along with medical abbreviations.
Clock hours of lab: 15
Clock hours of classroom lecture: 15
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: Medical Terminology I (MT 101)
Total Clock Hours: 30
Tuition: $480.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 1.5
Lab 0.5
Ext 0.0

TOTAL = 2.0 Qtr Hrs

PB 101 PATIENT BILLING

This course is designed to broaden coding knowledge and enhance skills by addressing specific coding issues within a particular area. Modules include claim form instruction, billing and collection practices, and reimbursement guidelines, including the audit and appeals process.

Clock hours of lab: 15
Clock hours of classroom lecture: 15
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $480.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 1.5
Lab 0.5
Ext 0.0

TOTAL = 2.0 Qtr Hrs

PH 101 PHARMACOLOGY

This course will provide basic pharmacology knowledge that includes: drug terminology, units of measurement, legalities, drug references, and their uses, medication orders, drug interactions, side effects, drug and medical sources, and forms of common drugs.

Clock hours of lab: 20
Clock hours of classroom lecture: 10
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $480.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 1.0
Lab 1.0
Ext 0.0

TOTAL = 2.0 Qtr Hrs

PS 101 PSYCHOLOGY OF SUCCESS

This course provides skills and strategies for creating a pattern of success. Developed to enhance a students' ability to identify career options based on self-knowledge and self-esteem, this course provides a framework for focusing on employment and identifying a career path for lifelong success.

Clock hours of lab: 10
Clock hours of lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $600.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 2.0
Lab 0.5
Ext 0.0

TOTAL = 2.5 Qtr Hrs

SS 101 SPREADSHEETS FOR MEDICAL ASSISTANTS

This course covers the use of a technology, Microsoft Excel, that is commonly used by the medical assisting profession for the purpose of computation, data collection, and professional communication as it relates to their duties. Students will also learn to open an existing workbook, enter data, modify a cell, navigate within a worksheet, select objects, insert, delete, create formulas, functions and ranges.

Clock hours of lab: 20
Clock hours of classroom lecture: 10
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $480.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 1.0
Lab 1.0
Ext 0.0

TOTAL = 2.0 Qtr Hrs

WP 101 WORD PROCESSING FOR MEDICAL ASSISTANTS

This course covers the use of a technology, Microsoft Word, that is commonly used by the medical assisting profession to create and format reports, drafts, letters, brochures, and for professional communication. Content includes creating, saving, retrieving, editing, formatting, enhancing, printing, and merging a variety of documents.

Clock hours of lab: 20
Clock hours of classroom lecture: 10
Clock hours of individual and small group tutoring: provided *to student on an as-needed basis*
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $480.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 1.0
Lab 1.0
Ext 0.0

TOTAL = 2.0 Qtr Hrs

Associate of Applied Sciences in Medical Assisting

The Associate of Applied Sciences in Medical Assisting (AASMA) was designed to meet the demands of a continuously evolving healthcare market. By intensifying and expanding the training the AASMA Graduate will be competent not only as a Medical Assistant, but also in the areas of Phlebotomy, Electrocardiography, and advanced Patient Care. The medical assistant Program also provides the necessary skills to be competent in administrative and clinical operations, medical coding and billing, as well as in clinical and medical laboratory skills. By incorporating components of liberal arts and sciences, the student will re-enforce written and verbal communication skills, as well as develop critical thinking skills that are essential in a high-intensity work environment, and develop a humanistic healthcare professional.

Admissions Requirements:

1. A high school diploma or its equivalency is required for admission into the program;
2. Must be a graduate from a certified/accredited Medical Assistant program.
3. Successful interview with an admissions representative is required prior to admission.

Total Lecture Hours:	**665 Hours**
Total Lab Hours:	**375 Hours**
Total Externship Hours:	**190 Hours**
Total Program Hours:	**1230 Hours**
Total Length of Time:	**48 Weeks**
Total Credit Hours:	**90.5 Credit Hours**

Definition of Academic Year: An academic year will consist of 30 instruction weeks and 36 quarter credit hours.

Military Transfer Credit: Military transfer credits will be honored from an allied health or medical related MOS (Military Occupational Specialty) completion.

Full Time Status: Student's enrollment status will be considered full time if the student is enrolled in at least 7.5 credit hours in a six week period.

Program Delivery: Blended ***(Residential and Online, please see marked classes)*** The program content is offered through lecture, laboratory, and externship experience. (certain lecture and/or laboratory courses may be delivered online, those courses are identified as blended, below)

Outside Preparation Policy
SU policy states that all instructors within the certificate programs must assign a minimum amount of outside preparation hours in the form of homework, research, and group projects. The minimum amount of outside preparation is noted in each course syllabi. Instructors are encouraged to assign additional outside preparation activities / project hours as they see necessary.

AP 101 ANATOMY & PHYSIOLOGY I

This course provides systemic and functional review of human gross anatomy and systematic anatomy in order for students to obtain the knowledge required in the allied health professions. Students will learn the physiology of different (organ) systems as well as the related terminology. The course will cover the following subject areas: Organization of the body cells, tissues/organ systems, integumentary. Musculoskeletal and nervous systems.

Clock hours of lab: 10
Clock hours of classroom lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $660.00
Length of time (1 hr per day, 5 days per wk): 6 wks
Lecture 2.0
Lab 0.5
Ext 0.0

TOTAL = 2.5 Qtr Hrs

AP 102 ANATOMY & PHYSIOLOGY II

This course provides a systemic and functional review of human gross anatomy and systematic anatomy in order for students to expand the knowledge acquired in the Anatomy & Physiology I course. Students will learn the major gross—anatomical and systematic anatomy structures and physiology, functions / interactions of the different (organ) systems, as well as the related terminology. The course will also introduce students to basic diagnostic images of gross-anatomical and systematic anatomy structures, as well as basic physiology, common diseases and treatments. This course will primarily focus on the clinical anatomy as it pertains to the Special Senses, Endocrine, Cardiovascular, Lymphatic, Respiratory, Digestive Reproductive and Urinary Systems.

Clock hours of lab: 10
Clock hours of classroom lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: Anatomy and Physiology I (AP 101)
Total Clock Hours: 30
Tuition: $660.00
Length of time (1 hr per day, 5 days per wk): 6 wks
Lecture 2.0
Lab 0.5
Ext 0.0

TOTAL = 2.5 Qtr Hrs

APC 101 ADVANCED PATIENT CARE SKILLS

This class introduces and trains the student in advanced patient care skills. The student will learn sterile procedures, using sterile technique, and performing sterile dressing changes, wet to dry dressings. Venipuncture technique as well as intravenous procedures are reviewed amongst other advanced skills. The importance of reporting information and observations to the licensed supervisor is emphasized throughout the class.

Clock hours of lab: 10
Clock hours of classroom lecture: 50
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 60
Tuition: $1430.00
Length of time (2 hrs per day, 5 days per wk): 6 wks
Lecture 5.0
Lab 0.5
Ext 0.0

TOTAL = 5.5 Qtr Hrs

AM 101 ADMINISTRATIVE MEDICAL ASSISTING

This course provides students with workforce readiness training, by placing emphasis on professional behavior, communication, basic computer concepts, with a focus on medical office business procedures and management.

Clock hours of lab: 20
Clock hours of classroom lecture: 10
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $528.00
Length of time in wks (1 hrs per day, 5 days per wk): 6 wks
Lecture 1.0
Lab 1.0
Ext 0.0

TOTAL = 2.0 Qtr Hrs

BC 110 BUSINESS COMMUNICATION

This course examines basic interpersonal communication processes with practical applications for the business environment. Issues regarding cross-cultural communications and ethical considerations in business communication are discussed. The course will emphasize planning, organizing and delivering oral presentations in business settings.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $726.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 3.0

Lab 0.0
Ext 0.0

TOTAL = 3.0 Qtr Hrs

BM 101 BUSINESS MATH FOR SOCIAL SCIENCES

This course is designed for students to learn mathematical concepts and methods used in management, social science, and business. Additionally, students will also understand the connections of mathematics to other disciplines within the business realm.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Method of Delivery: Blended
Tuition: $1139.00
Length of time (1 hr per day, 5 days per wk): 6 wks
Lecture 4.0
Lab 0.5
Ext 0.0

TOTAL = 4.5 Qtr Hrs

CL 100 INTRODUCTION TO CLINICAL PROCEDURES

The student will learn intermediate and advanced procedures for infection control, how to prepare, examine, and treat areas, take patient history and measurements, prepare and administer medications.

Clock hours of lab: 20
Clock hours of classroom lecture: 10
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $528.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 1.0
Lab 1.0
Ext 0.0

TOTAL = 2.0 Qtr Hrs

CL 101 CLINICAL PROCEDURES

The student will learn intermediate and advanced procedures for infection control, how to prepare, examine, and treat areas, take patient history and measurements, prepare and administer medications, assist the doctor and conduct clinical procedures.

Clock hours of lab: 20
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: Clinical Procedures (CL100)
Total Clock Hours: 60
Tuition: $1320.00
Length of time (2 hrs per day, 5 days per wk): 6 wks
Lecture 4.0
Lab 1.0
Ext 0.0

TOTAL = 5.0 Qtr Hrs

CP 101 CARDIOPULMONARY LAB

This class reviews the fundamentals of cardiovascular anatomy and physiology. Includes basic electrocardiography procedures, basic interpretation of EKG exams as well as appropriate treatment modalities. The class also covers pulmonary procedures such as lung function tests and appropriate treatment procedures.

Clock hours of lab: 10
Clock hours of classroom lecture: 50
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 60
Tuition: $1430.00
Length of time (2 hrs per day, 5 days per wk): 6 wks
Lecture 5.0
Lab 0.5
Ext 0.0

TOTAL = 5.5 Qtr Hrs

ENGL 133 READING COMPREHENSION

This course provides instruction in critical reading and thinking skills necessary for college reading and research. The course includes instruction in critical analysis, critical interpretation, and advanced instruction in vocabulary and literal comprehension. Materials used in this course will be high interest selections such as short essays, newspaper & magazine articles, general stories, etc. The instructor will help students analyze, synthesize and interpret general reading materials including some with abstract concepts; increase speed and comprehension in silent reading; develop the skill to deduce the meaning of unfamiliar vocabulary from context; read for enjoyment; and at the same time gain new vocabulary words and sentence structures.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 3.0
Lab 0.0
Ext 0.0

TOTAL = 3.0 Qtr Hrs

ENGL 145 TECHNICAL WRITING

This course will teach students how to communicate clearly and effectively, changing writing style and

content for varying audiences and purposes. The course will focus on meeting readers' needs while representing the interests of your employer. The assignments will cover a variety of tasks produced under different circumstances.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 3.0
Lab 0.0
Ext 0.0

TOTAL = 3.0 Qtr Hrs

EP 101 EXAM PREPARATION FOR MA's
This course will provide an exam preparation and subject review to help guide and prepare students for national certification tests. Students will review topics that are the foundation that standardized exams test on. The course will provide students the knowledge needed to understand the structure and the purpose of questions that are typically used on standardized exams. The course will also provide information and test-taking techniques that will enable students to better prepare and manage standardized exams.
Clock hours of lab: 10
Clock hours of classroom lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: Laboratory Procedures I (LP 102)
Total Clock Hours: 30
Tuition: $660.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 2.0
Lab 0.5
Ext 0.0

TOTAL = 2.5 Qtr Hrs

EP 102 ADVANCED EXAM PREPARATION FOR MA's
This course will provide a preparation and subject review to help further prepare students for national certification exams. Based on the foundations established in EP101, this class will focus on patient care, cardiopulmonary, and phlebotomy topics in National Certification Exams.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: Exam Preparation for MA's (EP 101)
Total Clock Hours: 30
Tuition: $715.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 3.0
Lab 0.0
Ext 0.0

TOTAL = 3.0 Qtr Hrs

EX –MA 101 EXTERNSHIP
This class is a hands-on externship in which the student spends 190 hours in a medical office environment utilizing the skills learned in the classroom and lab setting. This course fine tunes the skills learned and reinforces the role and functions of the Medical Assistant. The externship will be an unpaid, supervised experience at a health care or doctor's office setting.
Clock hours of lab: 0
Clock hours of classroom lecture: 0
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: Pre-Requisite: N/A
Total Clock Hours: 190
Tuition: $2200.00
Length of time (6 hrs per day, 5 days per wk) 6 Wks
Lecture 0.0
Lab 0.0
Ext 6.0

TOTAL = 6.0 Qtr Hrs

HP 101 HUMAN PATHOPHYSIOLOGY
This course will provide an introduction to human diseases, techniques used to diagnose disease, treatments and interventions. Students will cover the major diseases of the organ systems, and understand the effects that diseases have on human anatomy and physiology. Students will also learn the clinical importance of understanding human diseases.
Clock hours of lab:10
Clock hours of classroom lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $660.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 2.0
Lab 0.5
Ext 0.0

TOTAL = 2.5 Qtr Hrs

JC 101 COLLEGE STUDIES & CAREER PREPARATION
This course prepares students with the academic and organizational skills to successfully complete college studies, by showing students how to efficiently take notes, prepare for research projects and study for exams. Additionally, course is designed for students to develop job readiness skills, by teaching essay

writing, researching (online), analytical skills, resume preparation, and professionalism for a career path.
Clock hours of lab: 10
Clock hours of classroom lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $660.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 2.0
Lab 0.5
Ext 0.0

TOTAL = 2.5 Qtr Hrs

LP 101 LABORATORY PROCEDURES I
The student will learn proper procedures and methods for maintaining a proper laboratory environment by deploying the newest lab procedures established by CLIA and OSHA. The student will learn the appropriate use of equipment, math and statistics, and record keeping procedures in the laboratory.
Clock hours of lab: 30
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 60
Tuition: $1188.00
Length of time (2 hrs per day, 5 days per wk): 6 wks
Lecture 3.0
Lab 1.5
Ext 0.0

TOTAL = 4.5 Qtr Hrs

LP 102 LABORATORY PROCEDURES II
The student will reinforce medical skills and procedures related to the clinical laboratory. The student will learn concepts and procedures related to Administrative Medical Assisting duties related to the clinical laboratory, Collection and transport of specimens, Clinical Laboratory Improvement Amendment (CLIA) standards, Urinalysis, Hematology, Blood Chemistry and Immunology, and Medical Microbiology.
Clock hours of lab: 40
Clock hours of classroom lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: Laboratory Procedures I (LP 101)
Total Clock Hours: 60
Tuition: $1056.00
Length of time (2 hrs per day, 5 days per wk): 6 wks
Lecture 2.0
Lab 2.0
Ext 0.0

TOTAL = 4.0 Qtr Hrs

LR 101 INTERPRETATION OF LABORATORY RESULTS
This class provides a foundation to the interpretation of commonly ordered laboratory results that will assist in understanding the patient's health status. The student will learn to explain the clinical significance of laboratory exams and results
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
***Pre-Requisite:* N/A**
Total Clock Hours: 30
Tuition: $715.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 3.0
Lab 0.0
Ext 0.0

TOTAL = 3.0 Qtr Hrs

ME 101 MEDICAL LAW AND ETHICS
The student will learn the application of legal principles, policies, regulations and standards for the control and use of information as it applies to various areas of employment. Students will learn the proper release of information, ethical codes, confidentiality, humanistic healthcare, legal terminology, legal judgments, documents, and litigation terms. In class, students will apply this knowledge through discussion of ethical dilemmas, conferencing, and analysis of legal situations.
Clock hours of lab: 10
Clock hours of classroom lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $660.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 2.0
Lab 0.5
Ext 0.0

TOTAL = 2.5 Hrs

MI 101 MEDICAL INSURANCE FORMS
This course covers a wide range of medical insurance topics, including types of health insurance, types of coverage, claims processing, abstracting from medical records, and current issues in medical insurance.
Clock hours of lab: 30
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 60

Method of Delivery: Blended
Tuition: $1188.00
Length of time (2 hrs per day, 5 days per wk): 6 wks
Lecture 3.0
Lab 1.5
Ext 0.0

TOTAL = 4.5 Qtr Hrs

MS 101 MATH SKILLS
Math Skills will provide instruction and review in elementary arithmetic skills, mathematical operations, and their applications. The content includes operations with whole numbers, whole number and decimal fractions, ratio and proportion, percent, and calculator fundamentals. The course also introduces students to the basic fundamentals of dosage calculations.
Clock hours of lab: 10
Clock hours of classroom lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $660.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 2.0
Lab 0.5
Ext 0.0

TOTAL = 2.5 Qtr Hrs

MT 101 MEDICAL TERMINOLOGY I
This course provides basic medical terminology information including Greek and Latin derivations, prefixes, suffixes, root words, and combining forms. This course provides practice in building and defining medical terms, and emphasizes correct spelling and pronunciation of medical words.
Clock hours of lab: 15
Clock hours of classroom lecture: 15
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $528.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 1.5
Lab 0.5
Ext 0.0

TOTAL = 2.0 Qtr Hrs

MT 102 MEDICAL TERMINOLOGY II
This course is a continuation of MT 101 and provides in-depth medical terminology information including Greek and Latin derivations, prefixes, suffixes, root words, and combining forms. It provides practice in building and defining medical terms, and emphasizes correct spelling and pronunciation of medical words. Interpreting terminology related to body structure, disease, diagnosis, and treatment is emphasized along with medical abbreviations.
Clock hours of lab: 15
Clock hours of classroom lecture: 15
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: Medical Terminology I (MT 101)
Total Clock Hours: 30
Tuition: $528.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 1.5
Lab 0.5
Ext 0.0

TOTAL = 2.0 Qtr Hrs

PB 101 PATIENT BILLING
This course is designed to broaden coding knowledge and enhance skills by addressing specific coding issues within a particular area. Modules include claim form instruction, billing and collection practices, and reimbursement guidelines, including the audit and appeals process.
Clock hours of lab: 15
Clock hours of classroom lecture: 15
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $528.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 1.5
Lab 0.5
Ext 0.0

TOTAL = 2.0 Qtr Hrs

PH 101 PHARMACOLOGY
This course will provide basic pharmacology knowledge that includes: drug terminology, units of measurement, legalities, drug references, and their uses, medication orders, drug interactions, side effects, drug and medical sources, and forms of common drugs.
Clock hours of lab: 20
Clock hours of classroom lecture: 10
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $528.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 1.0
Lab 1.0
Ext 0.0

TOTAL = 2.0 Qtr Hrs

PS 101 PSYCHOLOGY OF SUCCESS

Based on the Psychology of Success series by Brian Tracy, this course provides skills and strategies for creating a pattern of success. Developed to enhance a students' ability to identify career options based on self-knowledge and self-esteem, this course provides a framework for focusing on employment and identifying a career path for lifelong success.

Clock hours of lab: 10
Clock hours of classroom lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $660.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 2.0
Lab 0.5
Ext 0.0

TOTAL = 2.5 Qtr Hrs

SS 101 SPREADSHEETS FOR MEDICAL ASSISTANTS

This course covers the use of a technology, Microsoft Excel, that is commonly used by the medical assisting profession for the purpose of computation, data collection, and professional communication as it relates to their duties. Students will also learn to open an existing workbook, enter data, modify a cell, navigate within a worksheet, select objects, insert, delete, create formulas, functions and ranges.

Clock hours of lab: 20
Clock hours of classroom lecture: 10
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $528.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 1.0
Lab 1.0
Ext 0.0

TOTAL = 2.0 Qtr Hrs

WP 101 WORD PROCESSING FOR MEDICAL ASSISTANTS

This course covers the use of a technology, Microsoft Word, that is commonly used by the medical assisting profession to create and format reports, drafts, letters, brochures, and for professional communication. Content includes creating, saving, retrieving, editing, formatting, enhancing, printing, and merging a variety of documents.

Clock hours of lab: 20
Clock hours of classroom lecture: 10
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $528.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 1.0
Lab 1.0
Ext 0.0

TOTAL = 2.0 Qtr Hrs

Associate of Applied Science in Medical Laboratory Technology

An Associate Degree in Medical Laboratory Technology prepares individuals for a career in the health care industry as Medical Laboratory Technicians. These laboratory professionals assist in the coordination of clinical laboratory activities, including timely and cost effective testing of patient samples and lab equipment maintenance. Students will also learn the integration of lab regulations and compliance, as well as the incorporation of quality management systems in the clinical laboratory. Graduates of this program can expect to be hired at hospitals, long-term care facilities, public health agencies, outpatient facilities, doctor's office, private clinical laboratories and many other employment settings related to the medical laboratory field.

Admissions requirements:

1. A high school diploma or its equivalency is required for admission into the program
2. Prospective students must complete a successful interview with an intake (admissions) counselor.
3. Applicants must be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll).

Total Lab Hours: **550 Hrs**
Total Externship Hours: **400 Hrs**
Total Lecture Hours: **810 Hrs**
Total Program Hours: **1760 Hrs**
Total Length of Time: **78 Wks**
Total Credit Hours: **121.5 credits**

Definition of Academic Year: An academic year will consist of 30 instruction weeks and 36 quarter credit hours.

Full Time Status: Student's enrollment status will be considered full time if they are enrolled in at least 7.5 credit hours in a six week period.

Program Delivery: Blended ***(Residential and Online, please see marked classes)*** The program content is offered through lecture, laboratory, and externship experience. (certain lecture and/or laboratory courses may be delivered online, those courses are identified as blended, below)

ALG 110 ALGEBRA I

This course is designed to provide understanding of basic properties of real numbers and to use algebraic models to solve verbal problems with linear and quadratic equation, complex numbers, factoring and graphs. Emphasis is placed on manipulation of algebraic equations, problem solving and their correlation to general arithmetic.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ALG 121 ALGEBRA II

The purpose of this course is to continue the study of advanced algebraic concepts including functions, polynomials, rational expressions, systems of functions, and inequalities.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ALG 110
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

AP 145 ANATOMY AND PHYSIOLOGY I

This course provides systemic and functional review of human gross anatomy and systematic anatomy in order for students to obtain the knowledge required in the allied health professions. Students will learn the major gross—anatomical and systematic anatomy structures and functions / interactions of the different (organ) systems as well as the related terminology. The course will also introduce students to basic diagnostic images of gross-anatomical and systematic anatomy structures, as well as basic physiology, common diseases & treatments, and diet and nutrition. Apart from giving students an introduction to the body and its organ systems, this course will primarily focus on the clinical anatomy as it pertains to skeletal, muscle, and neural tissue.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk.): 6 wks.

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr.

AP 147 ANATOMY AND PHYSIOLOGY II

This course provides a systemic and functional review of human gross anatomy and systematic anatomy in order for students to expand the knowledge acquired in the Anatomy & Physiology I course. Students will learn the major gross—anatomical and systematic anatomy structures and functions / interactions of the different (organ) systems as well as the related terminology. The course will also introduce students to basic diagnostic images of gross-anatomical and systematic anatomy structures, as well as basic physiology, common diseases and treatments. This course will primarily focus on the clinical anatomy as it pertains to the axial skeleton and musculature and the brain and spinal cord.

Clock hours of lab: zero
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: AP 145
Total Clock Hours: 30
Tuition: $759.00
Length of time (1 hrs. per day, 5 days per wk.): 6 wks.

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr.

AP 149 ANATOMY AND PHYSIOLOGY III

This course provides systemic and functional review of human gross anatomy and systematic anatomy in order for students to obtain the knowledge required in the allied health professions. Students will learn the major gross—anatomical and systematic anatomy structures and functions / interactions of the different (organ) systems as well as the related terminology. The course will also introduce students to basic diagnostic images of gross-anatomical and systematic anatomy structures, as well as basic physiology, common diseases and treatments. This course will primarily focus on the clinical anatomy as it pertains to the appendicular skeleton and musculature and the cardiovascular system.

Clock hours of lab: 20
Clock hours of lecture: 10
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: AP 147
Total Clock Hours: 30
Tuition: $506.00
Length of time (1 hrs. per day, 5 days per wk.): 6 wks.

Lecture	1.0
Lab	1.0
Ext	0.0

TOTAL = 2.0 Qtr Hr.

BC 110 BUSINESS COMMUNICATION

This course examines basic interpersonal communication processes with practical applications for the business environment. Issues regarding cross-cultural communications and ethical considerations in business communication are discussed. The course will emphasize planning, organizing and delivering oral presentations in business settings.

Lecture Hours: 30
Lab Hours: 0
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

BIO 101 BIOLOGY I

This course is designed to provide the students with the foundation and knowledge of Human Biology in brief investigations of all major facets of living organisms including cell structure and function, major kingdoms of organisms, selected topics in human anatomy, physiology, genetics, reproduction, evolution, and biochemistry. In addition, ecological

principles and conservation will be stressed throughout the course.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

BIO 102 BIOLOGY II

This course is a detailed study of body structure and function utilizing principles of chemistry, biochemistry as well as anatomy and physiology. It includes the following topics: cardiovascular system, lymphatic system, nonspecific defense and immunity, respiratory system, digestive system, urinary system, fluid/electrolyte and acid/base balance, and reproductive system.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: BIO 101
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

BIO 103 MICROORGANISMS AND DISEASE

Microorganisms & Disease covers principles of microbiology and the impact these organisms have on humans and on the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. The course will additionally cover the proper application of the skills needed for microscopy, aseptic technique, staining, culture methods, and identification of microorganisms.

Clock hours of lab: 30
Clock hours of classroom lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: BIO 102 or QA 110
Total Clock Hours: 50
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	2.0
Lab	1.5
Ext	0.0

TOTAL = 3.5 Qtr Hr

BIO 104 CLINICAL MICROBIOLOGY

Clinical Microbiology will provide students with the theory and practical experience needed in order to confidently understand and perform techniques performed in a clinical microbiology lab. Students will have the opportunity to perform growth of microorganisms for the purpose of classification. This will include proper selection of growth media, growth conditions, stains, and additional identification techniques. This course will be a continuation of topics and procedures discussed in the Microorganisms and Disease (BIO 103) lecture course.

Clock hours of lab: 30
Clock hours of lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: BIO 103
Total Clock Hours: 50
Tuition: $990.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	2.0
Lab	1.5
Ext	0.0

TOTAL = 3.5 Qtr Hr

BLB 110 BLOOD BANK

Blood Bank will enable students to understand laboratory techniques, how to evaluate laboratory data, and how to follow quality assurance protocols in blood banking/immunohematology. Blood Bank will introduce students to subjects on cellular and gene therapies, tissue histocompatibility, and reinforced concepts of immunohematology. The course will enable students to learn how to perform the procedures and analysis of the different components of blood banking including regulatory and quality systems.

Clock hours of lab: 30
Clock hours of lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: IH 110
Total Clock Hours: 50
Tuition: $990.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	2.0
Lab	1.5
Ext	0.0

TOTAL = 3.5 Qtr Hr

BM 101 BUSINESS MATH FOR SOCIAL SCIENCES

This course is designed for students to learn mathematical concepts and methods used in management, social science, and business.

Additionally, students will also understand the connections of mathematics to other disciplines within the business realm.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Method of Delivery: Blended
Tuition: $1139.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

CHM 110 GENERAL CHEMISTRY I

This course will provide material to Medical Laboratory Technology students which will allow them to master basic chemistry principles. The course will allow students to understand inorganic and organic chemical reactions, and will allow them to apply clinical chemical methodologies to the medical laboratory allied health field. The course will cover basic general chemistry topics, such as scientific measurements, matter and energy, atoms and molecules, and chemical composition and chemical reactions.

Clock hours of lab: 30
Clock hours of classroom lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Method of Delivery: Blended
Tuition: $990.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	2.0
Lab	1.5
Ext	0.0

TOTAL = 3.5 Qtr Hr

CHM 121 GENERAL CHEMISTRY II

General Chemistry 121 is a continuation of Chemistry I. This course will provide material to Medical Laboratory Technology students which will allow them to master basic chemistry principles. The course will allow students to understand inorganic and organic chemical reactions, and will allow them to apply clinical chemical methodologies to the medical laboratory allied health field. The course will cover basic general chemistry topics, such as the periodic table of elements, chemical bonding, solids liquids & gasses, acids and bases.

Clock hours of lab: 30
Clock hours of classroom lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: CHM 110
Total Clock Hours: 50
Tuition: $990.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	2.0
Lab	1.5
Ext	0.0

TOTAL = 3.5 Qtr Hr

CHM 210 CLINICAL CHEMISTRY I

Clinical Chemistry I will provide Medical Laboratory Technology students knowledge that will allow them to be competent in skills needed to perform in the clinical chemistry laboratory. Clinical Chemistry I will introduce students to laboratory techniques and management skills. The course will also enable students to learn how to perform specific analyte tests, as well as understanding the procedures and components of chemical analysis and metabolic panels and profiles.

Clock hours of lab: 30
Clock hours of classroom lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: CHM 121 or QA 110
Total Clock Hours: 50
Tuition: $990.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	2.0
Lab	1.5
Ext	0.0

TOTAL = 3.5 Qtr Hr

CHM 221 CLINICAL CHEMISTRY II

Clinical Chemistry II is a continuation of CHM 210, Clinical Chemistry I. Clinical Chemistry II will provide Medical Laboratory Technology students knowledge that will allow them to be competent in skills needed to perform in the clinical chemistry laboratory. Clinical Chemistry II will introduce students to physiology and pathophysiology involved when conducting clinical chemistry lab tests on samples. The course will also enable students to learn how to perform specific analyte tests, as well as understanding the procedures and components of chemical analysis and metabolic panels and profiles. The course will also combine other health fields (i.e. Microbiology and Hematology) into the chemistry curriculum to further enhance the students' knowledge after completing the course.

Clock hours of lab: 30
Clock hours of classroom lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: CHM 210
Total Clock Hours: 50
Tuition: $990.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	2.0
Lab	1.5
Ext	0.0

TOTAL = 3.5 Qtr Hr

CIS 110 SPREADSHEETS I

The course provides instruction in the operation of spreadsheet software. The student will learn spreadsheet software features while completing real-world business projects. The course provides instruction in analyzing data, making business decisions and simple calculations in an excel worksheet.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ALG 110
Total Clock Hours: 50
Tuition: $1139.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

EDUC 121 COLLEGE STUDIES

This course prepares students with the academic and organizational skills to successfully complete college courses. This is done by showing the students how to efficiently take notes, prepare for research projects, and study for higher educational exams. Additionally, the course is designed for students to develop job readiness skills by teaching writing, research, and analytical skills for workforce preparation.

Clock hours of lab: 10
Clock hours of lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Method of Delivery: Blended
Tuition: $1139.00
Length of time in wks (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

ENGL 133 READING COMPREHENSION

This course provides instruction in critical reading and thinking skills necessary for college reading and research. The course includes instruction in critical analysis, critical interpretation, and advanced instruction in vocabulary and literal comprehension. Materials used in this course will be high interest selections such as short essays, newspaper & magazine articles, general stories, etc. The instructor will help students analyze, synthesize and interpret general reading materials including some with abstract concepts; increase speed and comprehension in silent reading; develop the skill to deduce the meaning of unfamiliar vocabulary from context; read for enjoyment; and at the same time gain new vocabulary words and sentence structures.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: NA
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ENGL 145 TECHNICAL WRITING

This course will teach students how to communicate clearly and effectively, changing writing style and content for varying audiences and purposes. The course will focus on meeting readers' needs while representing the interests of your employer. The assignments will cover a variety of tasks produced under different circumstances.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

EP 100 CERTIFICATION PREPARATION COURSE

This is a capstone course focusing on the development of professional knowledge, skills, and attitudes in preparation for the certification examination and lifelong learning.

Clock hours of lab: 20
Clock hours of classroom lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: HMT 110, BIO 103, CHM 210
Total Clock Hours: 40
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	2.0
Lab	1.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

EX-MLT 110 EXTERNSHIP I

This class is a hands-on externship in which the student spends 200 hours in a clinical medical environment utilizing the skills learned in the classroom and lab setting. This course fine tunes the skills learned and reinforces the role and functions of the Medical Laboratory Technician. The externship will be an unpaid, supervised experience at a private health care lab facility or lab facility at a doctor's office.

Clock hours of Externship: 200
Clock hours of classroom lecture: 0
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: All diadactic courses required for the MLT Program
Total Clock Hours: 200
Tuition: $ 1645.00
Length of time (6 hrs per day, 5 days per wk): 6 wks

Lecture	0.0
Lab	0.0
Ext	6.5

TOTAL = 6.5 Qtr Hr

EX-MLT 121 EXTERNSHIP II

This class is part 2 of the hands-on externship in which the student spends 200 hours in a clinical medical environment utilizing the skills learned in the classroom and lab setting. This course fine tunes the skills learned and reinforces the role and functions of the Medical Laboratory Technician. The externship will be an unpaid, supervised experience at a private health care lab facility or lab facility at a doctor's office.

Clock hours of Externship: 200
Clock hours of classroom lecture: 0
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: EX-MLT 110
Total Clock Hours: 200
Tuition: $ 1645.00
Length of time (6 hrs per day, 5 days per wk): 6 wks

Lecture	0.0
Lab	0.0
Ext	6.5

TOTAL = 6.5 Qtr Hr

HC 115 HEALTHCARE VOCABULARY I

This course provides in-depth medical terminology information including Greek and Latin derivations, prefixes, suffixes, root words, and combining forms. It provides practice in building and defining medical terms, and emphasizes correct spelling and pronunciation of medical words. Interpreting terminology related to body structure, disease, diagnosis, and treatment is emphasized along with medical abbreviations.

Clock hours of lab: 0
Clock hours of lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

HC 120 HEALTHCARE VOCABULARY II

This course is a continuation of HC 115 and provides in-depth medical terminology information including Greek and Latin derivations, prefixes, suffixes, root words, and combining forms. It provides practice in building and defining medical terms, and emphasizes correct spelling and pronunciation of medical words. Interpreting terminology related to body structure, disease, diagnosis, and treatment is emphasized along with medical abbreviations.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: HC 115
Total Clock Hours: 30
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

HC 135 HEALTH CARE ETHICS

The student will learn the application of legal principles, policies, regulations, and standards for the control and use of information as it applies to various areas of employment. Students will learn the proper release of information, ethical codes, confidentiality, humanistic healthcare, legal terminology, legal judgments, documents, and litigation terms. In class, the student will apply this knowledge through discussion of ethical dilemmas, conferencing, and analysis of legal situations.

pleas Clock **hours of lab: 0**
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

HC 245 HUMAN DISEASE/ PATHOPHYSIOLOGY

Human Pathophysiology provides students with an introduction to pathophysiology. The course will focus on the concepts of disease processes, such as infections and tumors. Other major disorders and diseases are covered in this course, which will help students understand and identify distinguishing features between diseases. By completing this course, students will be capable of understanding diseases and disorder principles, and will be able to apply this knowledge.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
***Pre-Requisite:* AP 145 or BIO 102**
Total Clock Hours: 30
Tuition: $759.00

Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

HMT 110 HEMATOLOGY I

Hematology will enable Medical Laboratory Technology students to understand hematologic and hemostatic disease by providing thorough knowledge and understanding of normal human physiological processes. The course begins by covering the process of hematopoiesis, anemias, and leukocyte disorders. Normal and abnormal hemostasis will also be covered during the course.

Clock hours of lab: 30
Clock hours of lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: QA 110
Total Clock Hours: 50
Tuition: $990.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	2.0
Lab	1.5
Ext	0.0

TOTAL = 3.5 Qtr Hr

HMT 120 HEMATOLOGY II

This course is a continuation of Hematology (HMT 110). This course will enable Medical Laboratory Technology students to understand hematologic and hemostatic mechanisms by providing thorough knowledge and understanding of normal human physiological processes. The course covers the process and mechanisms of primary and secondary hemostasis and their associated disorders. Automated processes for hematological lab testing and procedures will be discussed in addition to coagulation testing.

Clock hours of lab: 30
Clock hours of lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: HMT 110
Total Clock Hours: 50
Tuition: $990.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	2.0
Lab	1.5
Ext	0.0

TOTAL = 3.5 Qtr Hr

IH 110 IMMUNOHEMATOLOGY

Immunohematology will provide Medical Laboratory Technology Students with an introduction to clinical immunology. The course will inform students on the laboratory process of using, ordering and designing specific clinical immunological assays. The course will also focus on covering the overall immune system and its components and the basic principles and methodology of immunological assays.

Clock hours of lab: 30
Clock hours of classroom lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: QA 110
Total Clock Hours: 50
Tuition: $990.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	2.0
Lab	1.5
Ext	0.0

TOTAL = 3.5 Qtr Hr

QA 110 QUALITY ASSURANCE for LAB PROCEDURES & SPECIMEN COLLECTION

Quality Assurance for Lab Procedures and Specimen Collection is a course designed to give Medial Laboratory Technicians an introduction to the operation of a Clinical Medical Laboratory. The course will focus on basic laboratory techniques, with an emphasis of the Quality Assurance aspect of the clinical medical laboratory. This course will cover the basic concepts in laboratory medicine, routine lab procedures in clinical laboratories of varying sizes, lab procedures of varying complexity, proper specimen collection, safety, and government compliance.

Clock hours of lab: 30
Clock hours of lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Tuition: $990.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	2.0
Lab	1.5
Ext	0.0

TOTAL = 3.5 Qtr Hr

SER 110 SEROLOGY AND BODY FLUIDS

Serology and Body Fluids will provide Medical Laboratory Technology Students with an introduction to Serology and Body Fluids. The course will inform students on the laboratory process of using, ordering and designing specific clinical immunological assays. The course will also focus on covering the serology of noninfectious and infectious disorders, and clinical information as it pertains to field of clinical laboratory and the tests involved in analyzing body fluids.

Clock hours of lab: 30
Clock hours of lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: QA 110
Total Clock Hours: 50
Tuition: $990.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	2.0
Lab	1.5
Ext	0.0

TOTAL = 3.5 Qtr Hr

UA 110 URINE ANALYSIS

Urine Analysis will provide Medical Laboratory Students an introduction to the analysis of urine and body fluids. The course will cover urine and body fluid analysis, namely microscopy, quality assurance and safety. Additionally, the course will review the procedures performed to collect, handle and preserve urine specimens. Finally, the course will cover general information, such as the role urine analysis plays in the diagnosis and monitoring of disorders, as well as the anatomy and physiology of the urinary system.

Clock hours of lab: 40
Clock hours of lecture: 10
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: QA 110
Total Clock Hours: 50
Tuition: $990.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	1.0
Lab	2.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

VL 101 VENIPUNCTURE AND LAB PROCEDURES I

The student will reinforce blood drawing and blood chemistry skills and procedures related to the clinical laboratory. The student will learn concepts and procedures related to Medical Laboratory Technologist duties related to the clinical laboratory, quality control in medical labs, Clinical Laboratory Improvement Amendment (CLIA) standards, patient education and phlebotomy.

Clock hours of lab: 40
Clock hours of lecture: 10
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: HC 120
Total Clock Hours: 50
Tuition: $990.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	1.0
Lab	2.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

VL 102 VENIPUNCTURE AND LAB PROCEDURES II

A continuation of Venipuncture and Lab Procedures 101, students will reinforce blood drawing and blood chemistry skills and procedures. The student will learn concepts and procedures related to Medical Laboratory Technologist duties related to the clinical laboratory, Urinalysis, Hematology, Blood Chemistry and Immunology, and Medical Microbiology.

Clock hours of lab: 40
Clock hours of lecture: 10
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: VL 101
Total Clock Hours: 50
Tuition: $990.00
Certification Fee: ***Please see page 23***
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	1.0
Lab	2.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

Ext 0.0

Associate of Applied Science in Medical Coding and Billing Systems

An Associate in Applied Science degree in Medical Coding and Billing Systems prepares individuals for a career in the health care industry as billing and coding specialists. These administrative professionals prepare and submit paperwork necessary for insurance and billing purposes. Students will gain knowledge in health record maintenance, medical insurance processes, and healthcare classification systems. Students will also learn computer application skills, interpersonal coding, and billing procedures. Graduates of this program can expect to be hired at insurance companies, hospitals, long-term care facilities, public health agencies, outpatient facilities, doctor's office, and many other employment settings related to the health care administration field.

Admissions requirements:

1. A high school diploma or its equivalency is required for admission into the program;
2. Successful interview with an admissions representative is required prior to admission; and

Total Lab Hours:	**120 Hrs**
Total Externship Hours:	**210 Hrs**
Total Lecture Hours:	**930 Hrs**
Total Program Hours:	**1260 Hrs**
Total Length of Time:	**60 Wks**
Total Credit Hours:	**106 credits**

Definition of Academic Year: An academic year will consist of 30 instruction weeks and 36 quarter credit hours.

Full Time Status: Student's enrollment status will be considered full time if they are enrolled in at least 7.5 credit hours in a six week period.

Program Delivery: Blended ***(Residential and Online, please see marked classes)*** The program content is offered through lecture, laboratory, and externship experience. (certain lecture and/or laboratory courses may be delivered online, those courses are identified as blended, below)

ACCT 110 INTRODUCTION TO ACCOUNTING

This course provides an introduction to accounting principles relating to business operations. The course will concentrate on generally accepted accounting principles, the accounting process, and the definition of accounting elements. The course covers a broad range of topics that will introduce students to the functions of accounting.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ALG 110
Total Clock Hours: 50
Tuition: $1166.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

ALG 110 ALGEBRA I

This course is designed to provide understanding of basic properties of real numbers and to use algebraic models to solve verbal problems with linear and quadratic equation, complex numbers, factoring and graphs. Emphasis is placed on manipulation of algebraic equations, problem solving and their correlation to general arithmetic.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $787.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ALG 121 ALGEBRA II

The purpose of this course is to continue the study of advanced algebraic concepts including functions, polynomials, rational expressions, systems of functions, and inequalities.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ALG 110
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $787.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

AP 145 ANATOMY AND PHYSIOLOGY I

This course provides systemic and functional review of human gross anatomy and systematic anatomy in order for students to obtain the knowledge required in the allied health professions. Students will learn the major gross—anatomical and systematic anatomy structures and functions / interactions of the different (organ) systems as well as the related terminology. The course will also introduce students to basic diagnostic images of gross-anatomical and systematic anatomy structures, as well as basic physiology, common diseases & treatments, and diet and nutrition. Apart from giving students an introduction to the body and its organ systems, this course will primarily focus on the clinical anatomy as it pertains to skeletal, muscle, and neural tissue.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $787.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

BC 110 BUSINESS COMMUNICATION

This course examines basic interpersonal communication processes with practical applications for the business environment. Issues regarding cross-cultural communications and ethical considerations in business communication are discussed. The course will emphasize planning, organizing and delivering oral presentations in business settings.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $787.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

BIO 101 BIOLOGY I

This course is designed to provide the students with the foundation and knowledge of Human Biology in brief investigations of all major facets of living organisms including cell structure and function, major kingdoms of organisms, selected topics in human anatomy, physiology, genetics, reproduction, evolution, and biochemistry. In addition, ecological principles and conservation will be stressed throughout the course.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $787.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

BIO 102 BIOLOGY II
This course is a detailed study of body structure and function utilizing principles of chemistry, biochemistry as well as anatomy and physiology. It includes the following topics: cardiovascular system, lymphatic system, nonspecific defense and immunity, respiratory system, digestive system, urinary system, fluid/electrolyte and acid/base balance, and reproductive system.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: BIO 101
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $787.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

BM 101 BUSINESS MATH FOR SOCIAL SCIENCES
This course is designed for students to learn mathematical concepts and methods used in management, social science, and business. Additionally, students will also understand the connections of mathematics to other disciplines within the business realm.
Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Method of Delivery: Blended
Tuition: $1166.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr. Hr

EDUC 121 COLLEGE STUDIES
This course prepares students with the academic and organizational skills to successfully complete college courses. This is done by showing the students how to efficiently take notes, prepare for research projects, and study for higher educational exams. Additionally, the course is designed for students to develop job readiness skills by teaching writing, research, and analytical skills for workforce preparation.
Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Method of Delivery: Blended
Tuition: $1166.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

ENG 110 ENGLISH I
This course includes introduction to literary analysis, investigation/review of topic-selection processes, development of possible thesis statements, outlining as it relates to support for a selected thesis statement, over-all study of the research process, practice and emphasis on critical thinking skills in literary analysis, and experience in writing literary research papers using available resources.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $787.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ENGL 133 READING COMPREHENSION
This course provides instruction in critical reading and thinking skills necessary for college reading and research. The course includes instruction in critical analysis, critical interpretation, and advanced instruction in vocabulary and literal comprehension. Materials used in this course will be high interest selections such as short essays, newspaper & magazine articles, general stories, etc. The instructor will help students analyze, synthesize and interpret general reading materials including some with abstract concepts; increase speed and comprehension in silent reading; develop the skill to deduce the meaning of unfamiliar vocabulary from context; read for enjoyment; and at the same time gain new vocabulary words and sentence structures.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $787.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ENGL 145 TECHNICAL WRITING
This course will teach students how to communicate clearly and effectively, changing writing style and content for varying audiences and purposes. The course will focus on meeting readers' needs while representing the interests of your employer. The assignments will cover a variety of tasks produced under different circumstances.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $787.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

EX-AASMCB EXTERNSHIP
This class is a hands-on externship in which the student spends 210 hours in a medical office environment utilizing the skills learned in the classroom and lab setting. This course fine tunes the skills learned and reinforces the role and functions of the Healthcare Classification Systems. The externship will be an unpaid, supervised experience at a health care or doctor's office setting.
Clock hours of Externship: 210
Clock hours of classroom lecture: 0
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: Successful completion of program content to this point.
Total Clock Hours: 210
Tuition: $ 1799.00
Length of time (6 hrs per day, 5 days per wk): 6 wks

Lecture	0.0
Lab	0.0
Ext	7.0

TOTAL = 7.0 Qtr Hr

HC 115 HEALTHCARE VOCABULARY I
This course provides in-depth medical terminology information including Greek and Latin derivations, prefixes, suffixes, root words, and combining forms. It provides practice in building and defining medical terms, and emphasizes correct spelling and pronunciation of medical words. Interpreting terminology related to body structure, disease, diagnosis, and treatment is emphasized along with medical abbreviations.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $787.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

HC 120 HEALTHCARE VOCABULARY II
This course is a continuation of HC 115 and provides in-depth medical terminology information including Greek and Latin derivations, prefixes, suffixes, root words, and combining forms. It provides practice in building and defining medical terms, and emphasizes correct spelling and pronunciation of medical words. Interpreting terminology related to body structure, disease, diagnosis, and treatment is emphasized along with medical abbreviations.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: HC 115
Total Clock Hours: 30
Tuition: $787.00

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

HC 135 HEALTH CARE ETHICS
The student will learn the application of legal principles, policies, regulations, and standards for the control and use of information as it applies to various areas of employment. Students will learn the proper release of information, ethical codes, confidentiality, humanistic healthcare, legal terminology, legal judgments, documents, and litigation terms. In class, the student will apply this knowledge through discussion of ethical dilemmas, conferencing, and analysis of legal situations.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30

Method of Delivery: Blended
Tuition: $787.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

HC 245 HUMAN DISEASE/PATHOPHYSIOLOGY

Human Pathophysiology provides students with an introduction to pathophysiology. The course will focus on the concepts of disease processes, such as infections and tumors. Other major disorders and diseases are covered in this course, which will help students understand and identify distinguishing features between diseases. By completing this course, students will be capable of understanding diseases and disorder principles, and will be able to apply this knowledge.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: BIO 102 or AP 145
Total Clock Hours: 30
Tuition: $787.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

HC 265 MEDICAL INSURANCE FORMS

This course covers a wide range of medical insurance topics, including types of health insurance, types of coverage, claims processing, abstracting from medical records, and current issues in medical insurance.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: AP 145
Total Clock Hours: 50
Tuition: $1166.00
Length of time in wks (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL =4.5 Qtr Hr

HC 270 OUTPATIENT DIAGNOSTIC & PROCEDURAL CODING 1

This course is one of four that has been designed to provide a hands-on approach to the medical coding system. Students will learn to use the International Classification of Diseases (ICD-10-CM), Current Procedural Terminology (CPT-4), and HCPCS Level II manuals to accurately identify medical diagnoses and procedures. The course has been designed for students to demonstrate the proper guidelines and techniques utilizing the coding manuals to assign codes from the presented clinical cases. In this course students will familiarize themselves with the coding guidelines and anatomic structures of the integumentary and musculoskeletal systems along with coding procedures involving anesthesia administration.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: HC 275
Total Clock Hours: 50
Tuition: $1166.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

HC 275 CODING AND CLASSIFICATION SYSTEMS

This course will teach intermediate level application of basic coding rules, principles, guidelines, and conventions. The students will continue to learn and identify different nomenclatures and classification systems to assign codes using appropriate rules, principles, guidelines, and conventions. This course will also introduce and apply the proper techniques of the ICD-10 and CPT coding systems.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: HC 265
Total Clock Hours: 50
Tuition: $1166.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

HC 285 MEDICAL EVALUATION & MANAGEMENT

This course will serve as an in-depth understanding of the documentation guidelines for evaluation and management services sections of coding management. The course will provide an understanding of 1995 and 1997 documentation guidelines set forth by the American Medical Association in cooperation with Centers for Medicare and Medicaid Services (CMS). The primary scope of the course is to prepare a coder to code these services correctly.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: HC 275
Total Clock Hours: 50
Tuition: $1166.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0

Lab 0.5
Ext 0.0

TOTAL = 4.5 Qtr Hr

HC 315 ELECTRONIC MEDICAL BILLING

This course is designed to broaden coding knowledge and enhance skills by addressing specific coding issues within a particular area. Modules include claim form instruction, billing and collection practices, and reimbursement guidelines, including the audit and appeals process.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: HC 265
Total Clock Hours: 50
Tuition: $1166.00
Length of time (2 hrs per day, 5 days per wk): 6 wks
Lecture 4.0
Lab 0.5
Ext 0.0

TOTAL = 4.5 Qtr Hr

HC 321 EXAM PREPARATION FOR BILLERS AND CODERS

This course will provide an exam preparation and subject review to help guide and prepare students for national certification tests. Students will review topics that are traditionally tested on national certification exams. The course will provide students the knowledge needed to understand the structure and the purpose of questions that are typically used on standardized exams. The course will also provide information and test-taking techniques that will enable students to better prepare and manage standardized exams.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: Completion of at least one of the following; HC 270, HC 325, HC 330, HC 335
Total Clock Hours: 30
Tuition: $787.00
Certification Fee: ***Please see page 23***
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 3.0
Lab 0.0
Ext 0.0

TOTAL = 3.0 Qtr Hr

HC 325 OUTPATIENT DIAGNOSTIC & PROCEDURAL CODING 2

This course is one of four that has been designed to provide a hands-on approach to the medical coding system. Students will learn to use the International Classification of Diseases (ICD-10-CM), Current Procedural Terminology (CPT-4), and HCPCS Level II manuals to accurately identify medical diagnoses and procedures. The course has been designed for students to demonstrate the proper guidelines and techniques utilizing the coding manuals to assign codes from the presented clinical cases. In this course students will familiarize themselves with the coding guidelines and anatomic structures of the respiratory, cardiovascular, and digestive systems. This course will also provide an additional understanding of the hemic and lymphatic coding methodologies.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: HC 275
Total Clock Hours: 50
Tuition: $1166.00
Length of time (2 hrs per day, 5 days per wk): 6 wks
Lecture 4.0
Lab 0.5
Ext 0.0

TOTAL = 4.5 Qtr Hr

HC 330 OUTPATIENT DIAGNOSTIC & PROCEDURAL CODING 3

This course is one of four that has been designed to provide a hands-on approach to the medical coding system. Students will learn to use the International Classification of Diseases (ICD-10-CM), Current Procedural Terminology (CPT-4), and HCPCS Level II manuals to accurately identify medical diagnoses and procedures. The course has been designed for students to demonstrate the proper guidelines and techniques utilizing the coding manuals to assign codes from the presented clinical cases. In this course students will familiarize themselves with the coding guidelines and anatomic structures of the endocrine and urinary systems along with a breakdown of the reproductive systems of a female and male.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: HC 275
Total Clock Hours: 50
Tuition: $1166.00
Length of time in wks (2 hrs per day, 5 days per wk): 6 wks
Lecture 4.0
Lab 0.5
Ext 0.0

TOTAL = 4.5 Qtr Hr

HC 335 OUTPATIENT DIAGNOSTIC & PROCEDURAL CODING 4

This course is one of four that has been designed to provide a hands-on approach to the medical coding system. Students will learn to use the International Classification of Diseases (ICD-10-CM), Current Procedural Terminology (CPT-4), and HCPCS Level II manuals to accurately identify medical diagnoses and procedures. The course has been designed for students to demonstrate the proper guidelines and techniques utilizing the coding manuals to assign codes from the presented clinical cases. In this course students will familiarize themselves with the coding guidelines and anatomic structures of ophthalmology

procedures, pathology reports, and medication administration.
Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: HC 275
Total Clock Hours: 50
Tuition: $1166.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

HC 365 INSURANCE POLICIES AND PROCEDURES
This course will provide an intermediate understanding of the current insurance systems. The depths, rules, principles, guidelines of all governmental insurance will be identified at the local and federal levels. The course will also include current guidelines and understandings of issues involving various types of commercial healthcare insurances.
Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: HC 265
Total Clock Hours: 50
Tuition: $1166.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

PSY 110 INTRODUCTION TO GENERAL PSYCHOLOGY
This course will describe the basic theories, principles, and concepts of psychology as they relate to behaviors and mental processes. This course will also apply psychological theories, principles, and concepts to everyday life, including industry and organizations. The students will learn to compare and contrast material and information from other cultures.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $787.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qt

Associate of Applied Science in Health Administration

This program is designed to prepare students seeking employment in health administration. Students will understand the principles and practices of health care regarding administration, management, law, economics, and policy. Students will gain knowledge in health record maintenance, medical insurance processes, and healthcare classification systems. Students will also learn management principles toward team building, collaborative decision making, and financial skills. Graduates of this program can expect to be hired at insurance companies, hospitals, long-term care facilities, public health agencies, outpatient facilities, doctor's office, and many other employment settings related to the health care administration field.

Admissions Requirements:

1. A high school diploma or its equivalency is required for admission into the program;
2. Successful interview with an admissions representative is required prior to admission; and

Total Lab Hours:	**130 Hrs**
Total Externship Hours:	**210 Hrs**
Total Lecture Hours:	**900 Hrs**
Total Program Hours:	**1240 Hrs**
Total Length of Time:	**60 Wks**
Total Credit Hours:	**103.5 credits**

Definition of Academic Year: An academic year will consist of 30 instruction weeks and 36 quarter credit hours.

Full Time Status: Student's enrollment status will be considered full time if they are enrolled in at least 7.5 credit hours in a six week period.

Program Delivery: Blended ***(Residential and Online, please see marked classes)*** The program content is offered through lecture, laboratory, and externship experience. (certain lecture and/or laboratory courses may be delivered online, those courses are identified as blended, below)

ACCT 110 INTRODUCTION TO ACCOUNTING

This course provides an introduction to accounting principles relating to business operations. The course will concentrate on generally accepted accounting principles, the accounting process, and the definition of accounting elements. The course covers a broad range of topics that will introduce students to the functions of accounting.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ALG 110
Total Clock Hours: 50
Tuition: $1166.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

ACCT 121 INTERMEDIATE ACCOUNTING

This course will concentrate on payroll accounting and accounting for merchandising businesses. Students will learn to calculate employee earnings and deductions, and employer taxes and reports. The student will also learn to work with journal entries and will learn to analyze financial statements.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ACCT 110
Total Clock Hours: 50
Tuition: $1166.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

ALG 110 ALGEBRA I

This course is designed to provide understanding of basic properties of real numbers and to use algebraic models to solve verbal problems with linear and quadratic equations, complex numbers, factoring and graphs. Emphasis is placed on manipulation of algebraic equations, problem solving and their correlation to general arithmetic.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $787.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ALG 121 ALGEBRA II

The purpose of this course is to continue the study of advanced algebraic concepts including functions, polynomials, rational expressions, systems of functions, and inequalities.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ALG 110
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $787.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

AP 145 ANATOMY AND PHYSIOLOGY

This course provides systemic and functional review of human gross anatomy and systematic anatomy in order for students to obtain the knowledge required in the allied health professions. Students will learn the major gross—anatomical and systematic anatomy structures and functions / interactions of the different (organ) systems as well as the related terminology. The course will also introduce students to basic diagnostic images of gross-anatomical and systematic anatomy structures, as well as basic physiology, common diseases & treatments, and diet and nutrition. Apart from giving students an introduction to the body and its organ systems, this course will primarily focus on the clinical anatomy as it pertains to skeletal, muscle, and neural tissue.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $787.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

BC 110 BUSINESS COMMUNICATION

This course examines basic interpersonal communication processes with practical applications for the business environment. Issues regarding cross-cultural communications and ethical considerations in business communication are discussed. The course will emphasize planning, organizing and delivering oral presentation in business setting.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $787.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

BIO 101 BIOLOGY I

This course is designed to provide the students with the foundation and knowledge of Human Biology in brief investigations of all major facets of living organisms including cell structure and function, major kingdoms of organisms, selected topics in human anatomy, physiology, genetics, reproduction, evolution, and biochemistry. In addition, ecological principles and conservation will be stressed throughout the course.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $787.00
Length of time in wks (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

BIO 102 BIOLOGY II

This course (Biology II, BIO 102) is a detailed study of body structure and function utilizing principles of chemistry, biochemistry as well as anatomy and physiology. It includes the following topics: cardiovascular system, lymphatic system, nonspecific defense and immunity, respiratory system, digestive system, urinary system, fluid/electrolyte and acid/base balance, and reproductive system
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: BIO 101
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $787.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr.

BIS 133 BUSINESS INFORMATION SYSTEMS

This course will assist students in reviewing fundamental accounting concepts and principles through the use of QuickBooks. Students will learn to use QuickBooks to understand and interpret financial statements. Students will learn to generate most financial accounting information such as purchase orders, sales invoices, and financial statements.
Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ACCT 121 & CIS 110
Total Clock Hours: 50
Tuition: $1166.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

BIS 145 BUSINESS INFORMATION SYSTEMS II

This course teaches advanced accounting concepts and principles while developing students' proficiency with QuickBooks. The course teaches the technology and application of accounting skills by illustrating how accounting information is created and used. This course is designed to apply advanced techniques by using the QuickBooks software.
Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: BIS 133
Total Clock Hours: 50
Tuition: $1166.00
Certification Fee: *Please see page 23*
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

BM 101 BUSINESS MATH FOR SOCIAL SCIENCES

This course is designed for students to learn mathematical concepts and methods used in management, social science, and business. Additionally, students will also understand the connections of mathematics to other disciplines within the business realm.
Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50

Method of Delivery: Blended
Tuition: $1166.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

CIS 110 SPREADSHEETS I

The course provides instruction in the operation of spreadsheet software. The student will learn spreadsheet software features while completing real-world business projects. The course provides instruction in analyzing data, making business decisions and simple calculations in an Excel worksheet.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ALG 110
Total Clock Hours: 50
Tuition: $1166.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

CL 100 INTRODUCTION TO CLINICAL PROCEDURES

The student will learn intermediate and advanced procedures for infection control, how to prepare, examine, and treat areas, take patient history and measurements, prepare and administer medications.

Clock hours of lab: 20
Clock hours of classroom lecture: 10
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $534.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	1.0
Lab	1.0
Ext	0.0

TOTAL = 2.0 Qtr Hrs

EDUC 121 COLLEGE STUDIES

This course prepares students with the academic and organizational skills to successfully complete college courses. This is done by showing the students how to efficiently take notes, prepare for research projects, and study for higher educational exams. Additionally, the course is designed for students to develop job readiness skills by teaching writing, research, and analytical skills for workforce preparation.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Method of Delivery: Blended
Tuition: $1166.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

ENG 110 ENGLISH I

This course includes introduction to literary analysis, investigation/review of topic-selection processes, development of possible thesis statements, outlining as it relates to support for a selected thesis statement, over-all study of the research process, practice and emphasis on critical thinking skills in literary analysis, and experience in writing literary research papers using available resources.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $787.00
Length of time (1 hr per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ENGL 133 READING COMPREHENSION

This course provides instruction in critical reading and thinking skills necessary for college reading and research. The course includes instruction in critical analysis, critical interpretation, and advanced instruction in vocabulary and literal comprehension. Materials used in this course will be high interest selections such as short essays, newspaper & magazine articles, general stories, etc. The instructor will help students analyze, synthesize and interpret general reading materials including some with abstract concepts; increase speed and comprehension in silent reading; develop the skill to deduce the meaning of unfamiliar vocabulary from context; read for enjoyment; and at the same time gain new vocabulary words and sentence structures.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $787.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ENGL 145 TECHNICAL WRITING

This course will teach students how to communicate clearly and effectively, changing writing style and content for varying audiences and purposes. The course will focus on meeting readers' needs while representing the interests of your employer. The assignments will cover a variety of tasks produced under different circumstances.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $787.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

EX-AAS HA EXTERNSHIP

This class is a hands-on externship in which the student spends 210 hours in a medical office environment utilizing the skills learned in the classroom and lab setting. This course fine tunes the skills learned and reinforces the role and functions of the Health Administration. The externship will be an unpaid, supervised experience at a health care or doctor's office setting.

Clock hours of Externship: 210
Clock hours of classroom lecture: 0
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: Successful completion of program content to this point.
Total Clock Hours: 210
Tuition: $ 1799.00
Length of time (6 hrs per day, 5 days per wk): 6 wks

Lecture	0.0
Lab	0.0
Ext	7.0

TOTAL = 7.0 Qtr Hr

HC 115 HEALTHCARE VOCABULARY

This course provides in-depth medical terminology information including Greek and Latin derivations, prefixes, suffixes, root words, and combining forms. It provides practice in building and defining medical terms, and emphasizes correct spelling and pronunciation of medical words. Interpreting terminology related to body structure, disease, diagnosis, and treatment is emphasized along with medical abbreviations.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $787.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

HC 135 HEALTH CARE ETHICS

The student will learn the application of legal principles, policies, regulations, and standards for the control and use of information as it applies to various areas of employment. Students will learn the proper release of information, ethical codes, confidentiality, humanistic healthcare, legal terminology, legal judgments, documents, and litigation terms. In class, the student will apply this knowledge through discussion of ethical dilemmas, conferencing, and analysis of legal situations.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $787.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

HC 245 HUMAN DISEASE / PATHOPHYSIOLOGY

Human Pathophysiology provides students with an introduction to pathophysiology. The course will focus on the concepts of disease processes, such as infections and tumors. Other major disorders and diseases are covered in this course, which will help students understand and identify distinguishing features between diseases. By completing this course, students will be capable of understanding diseases and disorder principles, and will be able to apply this knowledge.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: BIO102 or AP 145
Total Clock Hours: 30
Tuition: $787.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

HC 255 QUALITY ASSESSMENT & PERFORMANCE

This course is the study of many issues of quality standards and methodologies in the health information management environment. Topics will include: licensing, accreditation, compilation and presentation of data in statistical formats, quality management and performance improvement functions, quality tools, utilization management, risk management, and medical staff data quality issues.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $787.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

HC 265 MEDICAL INSURANCE FORMS

This course covers a wide range of medical insurance topics, including types of health insurance, types of coverage, claims processing, abstracting from medical records, and current issues in medical insurance.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: AP 145
Total Clock Hours: 50
Tuition: $1166.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

HC 315 ELECTRONIC MEDICAL BILLING

This course is designed to broaden coding knowledge and enhance skills by addressing specific coding issues within a particular area. Modules include claim form instruction, billing and collection practices, and reimbursement guidelines, including the audit and appeals process.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: HC 265
Total Clock Hours: 50
Tuition: $1166.00
Certification Fee: *Please see page 23*
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

HC 326 HEALTHCARE MANAGEMENT

This course will provide students with hands on approach to medical records management. Upon completion of the course the student will be able to create and maintain medical records, evaluating them for completeness and accuracy. The student will also be introduced to different types of healthcare delivery systems, and HIPAA Privacy Security Provisions.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: HC 265
Total Clock Hours: 50
Tuition: $1166.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

HC 365 INSURANCE POLICIES AND PROCEDURES

This course will provide an intermediate understanding of the current insurance systems. The depths, rules, principles, guidelines of all governmental insurance will be identified at the local and federal levels. The course will also include current guidelines and understandings of issues involving various types of commercial healthcare insurances.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: HC 265
Total Clock Hours: 50
Tuition: $1166.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

MGT 121 DYNAMICS OF LEADERSHIP

Provides basic concepts of leadership and the essential skills required to become an effective leader/manager. The student will be provided the opportunity for personal development through exercises in communication and leadership effectiveness. Other major topics include leadership styles, managing commitments, conflict resolution, emotional intelligence, team dynamics and business ethics. Objectives of the course are to understand leadership, know your own style and have a plan for developing your leadership.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $787.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

PSY 110 INTRODUCTION TO GENERAL PSYCHOLOGY

This course will describe the basic theories, principles, and concepts of psychology as they relate to behaviors and mental processes. This course will also apply psychological theories, principles, and concepts to everyday life, including industry and organizations. The students will learn to compare and contrast material and information from other cultures.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $787.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

Bachelor of Science in Health Administration

This program is designed to prepare students seeking employment in medical management and administrative levels of the healthcare industry. Students will receive instruction to gain mastery over the principles, methods, and procedures of management in a diverse medical industry, and will gain a broad understanding and appreciation for other elements of the management perspective such as finance, communications, economics, accounting, employee and patient law standards. Students who complete this program will understand the policies and procedures of organizational development, monitoring financial capital, employees' performance, and exercise modern leadership dynamics that can provide the current healthcare employer-employee relationship a pleasant, reward and successful experience. Graduates of this program can expect to be hired in entry-level management positions, such as: medical office managers, supervisors, unit managers, department leads, etc.

Admissions requirements:

1. A high school diploma or its equivalency is required for admission into the program;
2. Successful interview with an intake (admissions) counselor; and

The program content is offered through lecture and laboratory experience.

Program Length: 2270 CH (Clock Hours)

Program Delivery: Blended ***(Residential and Online, please see marked classes)*** The program content is offered through lecture, laboratory, and externship experience. (certain lecture and/or laboratory courses may be delivered online, those courses are identified as blended, below)
Definition of Academic Year: An academic year will consist of 36 instruction weeks and 36 quarter credit hours.

Full Time Status: Student's enrollment status will be considered full time if they are enrolled in at least 7.5 credit hours in a six week period.

Total Lab Hours:	**330 Hrs**
Total Lecture Hours:	**1940 Hrs**
Total Program Hours:	**2270 Hrs**
Total Length of Time:	**156 weeks**
Total Credit Hours:	**210.5 Credits**

TOTAL = 4.5 Qtr Hr

ACCT 110 INTRODUCTION TO ACCOUNTING
This course provides an introduction to accounting principles relating to business operations. The course will concentrate on generally accepted accounting principles, the accounting process, and the definition of accounting elements. The course covers a broad range of topics that will introduce students to the functions of accounting.
Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ALG 110
Total Clock Hours: 50
Tuition: $1139.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

ACCT 121 INTERMEDIATE ACCOUNTING
This course will concentrate on payroll accounting and accounting for merchandising businesses. Students will learn to calculate employee earnings and deductions, and employer taxes and reports. The student will also learn to work with journal entries and will learn to analyze financial statements.
Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ACCT 110
Total Clock Hours: 50
Tuition: $1139.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5

Ext 0.0

TOTAL = 4.5 Qtr Hr

ACCT 2010 FINANCIAL ACCOUNTING

This course is an in-depth analysis of the Financial Statements, where the student will master the preparation of the Income Statement, Statement of Retained Earnings, and Balance Sheet. Based on the information provided by the Financial Statements students will learn and understand how external users make business decisions.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: ACCT 121

Total Clock Hours: 50

Tuition: $842.00

Length of time (2 hrs per day, 2 days per wk): 6 wks

Lecture 4.0

Lab 0.5

Ext 0.0

TOTAL = 4.5 Qtr Hr

ACCT 3010 MANAGERIAL ACCOUNTING

This course is a study on how accounting data is used by managers within organizations supplying them with the foundation to make informed decisions, helping plan and control business operations. Students will learn the different systems for Product Costing, Planning and Control, and Decision Making with the accounting information.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: ACCT 2010

Total Clock Hours: 50

Tuition: $842.00

Length of time (2 hrs per day, 2 days per wk): 6 wks

Lecture 4.0

Lab 0.5

Ext 0.0

TOTAL = 4.5 Qtr Hr

ALG 110 ALGEBRA I

This course is designed to provide understanding of basic properties of real numbers and to use algebraic models to solve verbal problems with linear and quadratic equations, complex numbers, factoring and graphs. Emphasis is placed on manipulation of algebraic equations, problem solving and their correlation to general arithmetic.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Method of Delivery: Blended

Tuition: $759.00

Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture 3.0

Lab 0.0

Ext 0.0

TOTAL = 3.0 Qtr Hr

ALG 121 ALGEBRA II

The purpose of this course is to continue the study of advanced algebraic concepts including functions, polynomials, rational expressions, systems of functions, and inequalities.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: ALG 110

Total Clock Hours: 30

Method of Delivery: Blended

Tuition: $759.00

Length of time (1 hrs per day, 5 days per wk):6 wks

Lecture 3.0

Lab 0.0

Ext 0.0

TOTAL = 3.0 Qtr Hr

AP 145 ANATOMY AND PHYSIOLOGY I

This course provides systemic and functional review of human gross anatomy and systematic anatomy in order for students to obtain the knowledge required in the allied health professions. Students will learn the major gross—anatomical and systematic anatomy structures and functions / interactions of the different (organ) systems as well as the related terminology. The course will also introduce students to basic diagnostic images of gross-anatomical and systematic anatomy structures, as well as basic physiology, common diseases & treatments, and diet and nutrition. Apart from giving students an introduction to the body and its organ systems, this course will primarily focus on the clinical anatomy as it pertains to the upper limbs and lower limbs.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: $759.00

Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture 3.0

Lab 0.0

Ext 0.0

TOTAL = 3.0 Qtr Hr

ART 2010 ART APPRECIATION

The class will focus on the significance of visual arts throughout history and in our everyday lives. The

student will learn about different tools and mediums that are used to create art and be able to apply vocabulary to describe and identify art forms. The students will have hands on experience in art making, which can be important in the learning process of art fundamentals. Students will have an understanding of art movements and styles, aesthetics, interpretation and critique, the abundance of artists that created artistic revolutions, and contemporary art.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $561.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

BIO 101 BIOLOGY I

This course is designed to provide the students with the foundation and knowledge of Human Biology in brief investigations of all major facets of living organisms including cell structure and function, major kingdoms of organisms, selected topics in human anatomy, physiology, genetics, reproduction, evolution, and biochemistry. In addition, ecological principles and conservation will be stressed throughout the course.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

BIO 102 BIOLOGY II

This course is a detailed study of body structure and function utilizing principles of chemistry, biochemistry as well as anatomy and physiology. It includes the following topics: cardiovascular system, lymphatic system, nonspecific defense and immunity, respiratory system, digestive system, urinary system, fluid/electrolyte and acid/base balance, and reproductive system

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: BIO 101
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

BC 110 BUSINESS COMMUNICATION

This course examines basic interpersonal communication processes with practical applications for the business environment. Issues regarding cross-cultural communications and ethical considerations in business communication are discussed. The course will emphasize planning, organizing and delivering oral presentation in business setting.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

BIS 133 BUSINESS INFORMATION SYSTEMS I

This course will assist students in reviewing fundamental accounting concepts and principles through the use of QuickBooks. Students will learn to use QuickBooks to understand and interpret financial statements. Students will learn to generate most financial accounting information such as purchase orders, sales invoices, and financial statements.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ACCT 121 & CIS 110
Total Clock Hours: 50
Tuition: $1139.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

BIS 145 BUSINESS INFORMATION SYSTEMS II

This course teaches advanced accounting concepts and principles while developing students' proficiency with QuickBooks. The course teaches the technology and application of accounting skills by illustrating how

accounting information is created and used. This course is designed to apply advanced techniques by using the QuickBooks software.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: BIS 133
Total Clock Hours: 50
Tuition: $1139.00
Certification Fee: *Please see page 26*
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

CIS 110 SPREADSHEETS I

The course provides instruction in the operation of spreadsheet software. The student will learn spreadsheet software features while completing real-world business projects. The course provides instruction in analyzing data, making business decisions and simple calculations in an Excel worksheet.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ALG 110
Total Clock Hours: 50
Tuition: $1139.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

CIS 121 SPREADSHEETS II

The course provides intermediate instruction in the excel software. The course will utilize the fundamental concepts obtained and apply that knowledge to insert IF Functions, utilize various filters, use conditional formatting functions, and macros using the developer functions. These concepts will be reinforced by applying the knowledge in case scenarios.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: CIS 110
Total Clock Hours: 50
Tuition: $1139.00
Certification Fee: *Please see page 26*
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

CL 100 INTRODUCTION TO CLINICAL PROCEDURES

The student will learn intermediate and advanced procedures for infection control, how to prepare, examine, and treat areas, take patient history and measurements, prepare and administer medications.

Contact Hours: 30 (total)
Clock hours of classroom lecture: 10
Clock hours of lab: 20
Outside Preparation Hours: 10
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $506.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	1.0
Lab	1.0
Ext	0.0

TOTAL = 2.0 Qtr Hrs

EDUC 121 COLLEGE STUDIES

This course prepares students with the academic and organizational skills to successfully complete college courses. This is done by showing the students how to efficiently take notes, prepare for research projects, and study for higher educational exams. Additionally, the course is designed for students to develop job readiness skills by teaching writing, research, and analytical skills for workforce preparation.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Method of Delivery: Blended
Tuition: $1139.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

ENG 110 ENGLISH I

This course includes introduction to literary analysis, investigation/review of topic-selection processes, development of possible thesis statements, outlining as it relates to support for a selected thesis statement, over-all study of the research process, practice and emphasis on critical thinking skills in literary analysis, and experience in writing literary research papers using available resources.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A

Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hr per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ENG 121 ENGLISH II

English II places emphasis upon the effective use of the English language in both oral and written communications. Students study world literature with a focus on the literary forms of drama and the novel. Basic skills of reading, writing, speaking, and listening continue to receive primary emphasis. Essays, plays, poetry, and short stories will be read this year
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ENG 110
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ENGL 145 TECHNICAL WRITING

This course will teach students how to communicate clearly and effectively, changing writing style and content for varying audiences and purposes. The course will focus on meeting readers' needs while representing the interests of your employer. The assignments will cover a variety of tasks produced under different circumstances.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ENGL 2010 WORKPLACE WRITING

Workplace Writing is a course designed to help students enhance their professional writing skills. The course is based on the fundamentals writing of emails, letters, and reports. Students will practice research and writing skills appropriate for topics within the realm of their specific career fields. In addition students will read, analyze, and interpret several materials dealing with the workplace reports.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ENGL 145
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $561.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ENGL 2033 WRITING AND LITERATURE

English 2033 will expand and strengthen students' ability to read, reflect on, discuss, and write about literary texts. Students will be encouraged to assume an active and role in the literary community by becoming familiar with the conventions, terminology, and expectations in the study of literature. Students will also learn how to clearly analyze and effectively communicate ideas and intuitions/feelings about the literature they read for the course. They will begin to take part in the significant discussions and debates taking place within the academic world and in the wider culture concerning the nature and function of literature.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ENGL 2010
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $561.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

HC 115 HEALTHCARE VOCABULARY I

This course provides in-depth medical terminology information including Greek and Latin derivations, prefixes, suffixes, root words, and combining forms. It provides practice in building and defining medical terms, and emphasizes correct spelling and pronunciation of medical words. Interpreting terminology related to body structure, disease, diagnosis, and treatment is emphasized along with medical abbreviations.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30

Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

HC 135 HEALTH CARE ETHICS

The student will learn the application of legal principles, policies, regulations, and standards for the control and use of information as it applies to various areas of employment. Students will learn the proper release of information, ethical codes, confidentiality, humanistic healthcare, legal terminology, legal judgments, documents, and litigation terms. In class, the student will apply this knowledge through discussion of ethical dilemmas, conferencing, and analysis of legal situations.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

HC 245 HUMAN DISEASE / PATHOPHYSIOLOGY

Human Pathophysiology provides students with an introduction to pathophysiology. The course will focus on the concepts of disease processes, such as infections and tumors. Other major disorders and diseases are covered in this course, which will help students understand and identify distinguishing features between diseases. By completing this course, students will be capable of understanding diseases and disorder principles, and will be able to apply this knowledge.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: BIO102 or AP 145
Total Clock Hours: 30
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

HC 255 QUALITY ASSESSMENT & PERFORMANCE

This course is the study of many issues of quality standards and methodologies in the health information management environment. Topics will include: licensing, accreditation, compilation and presentation of data in statistical formats, quality management and performance improvement functions, quality tools, utilization management, risk management, and medical staff data quality issues.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

HC 265 MEDICAL INSURANCE FORMS

This course covers a wide range of medical insurance topics, including types of health insurance, types of coverage, claims processing, abstracting from medical records, and current issues in medical insurance.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: AP 145
Total Clock Hours: 50
Tuition: $1139.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL =4.5 Qtr Hr

HC 315 ELECTRONIC MEDICAL BILLING

This course is designed to broaden coding knowledge and enhance skills by addressing specific coding issues within a particular area. Modules include claim form instruction, billing and collection practices, and reimbursement guidelines, including the audit and appeals process.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: HC 265
Total Clock Hours: 50
Tuition: $1139.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

HC 326 HEALTHCARE MANAGEMENT

This course will provide students with hands on approach to medical records management. Upon completion of the course the student will be able to create and maintain medical records, evaluating them for completeness and accuracy. The student will also be introduced to different types of healthcare delivery systems, and HIPAA Privacy Security Provisions.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: HC 265

Total Clock Hours: 50

Tuition: $1139.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

HC 365 INSURANCE POLICIES AND PROCEDURES

This course will provide an intermediate understanding of the current insurance systems. The depths, rules, principles, guidelines of all governmental insurance will be identified at the local and federal levels. The course will also include current guidelines and understandings of issues involving various types of commercial healthcare insurances.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: HC 265

Total Clock Hours: 50

Tuition: $1139.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

HCA 1010 HOSPITAL ROLES AND OPERATIONS

This course is designed to introduce students to the structure and function of the hospital system. Hospitals have become complex organizations filled with many roles for operation. This course will provide an explanation of the history, the roles, and the various departments within the hospital system.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 50

Method of Delivery: Blended

Tuition: $842.00

Length of time (2 hrs per day, 2 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

HCA 1021 EMPLOYMENT LAW IN HEALTHCARE

The course provides students an opportunity to study legal, policy, and procedural aspects of healthcare delivery involved with hiring and managing healthcare personnel. The course is designed to familiarize students with the various legal aspects concerning healthcare organizations and the duties with patients and employees.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 50

Tuition: $842.00

Length of time (2 hrs per day, 2 days per wk):6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

HCA 1033 MEDICAL INFORMATICS

This course is an introduction to information technology (IT) as it is applied to healthcare and related support systems. The course will examine how information is obtained, converted, and stored in electronic form which is used in various areas in the medical field as a result of the recent implementations of Electronic Medical Records (EMR).

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 50

Method of Delivery: Blended

Tuition: $842.00

Length of time (2 hrs per day, 2 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

HCA 1045 INTERNATIONAL DISEASE

This course is designed to acknowledge the various diseases that exist globally. Diseases spread throughout the human race with different adaptations and genetic immunities. This course will provide a background on these diseases and their effects on healthcare delivery. Additionally, the course addresses the key issues of global health from a biological and social aspect.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Method of Delivery: Blended
Tuition: $842.00
Length of time (2 hrs per day, 2 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

HCA 2010 PATIENT SAFETY AND RISK MANAGEMENT

This course is designed to offer practical guidance on implementing processes to improve patient safety and outcomes. The course will offer strategies to recognize, understand, and minimize risks in workplace safety and prevention.
Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Method of Delivery: Blended
Tuition: $842.00
Length of time (2 hrs per day, 2 days per wk):6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

HCA 2021 GERIATRIC ASSESSMENT

This course is designed to provide students guidance, policy and procedure for the care of older patients. The course will emphasize both on critical thinking and applications of the administrative process toward providing quality care for elderly patients.
Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Tuition: $842.00
Length of time (2 hrs per day, 2 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

HCA 2033 HEALTHCARE BUSINESS STRATEGIES IN MARKETING

This course is designed to provide students with the framework of marketing that is specific to hospitals and clinics. The course will enable the students to understand marketing in today's competitive market. Students will learn the role of marketing in healthcare organizations, organizing marketing departments, and the fundamental concepts of research and demand.
Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Tuition: $842.00
Length of time (2 hrs per day, 2 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

HCA 2045 OSHA COMPLIANCE

This course is designed to provide students with an understanding of the Occupational Safety and Health Administration (OSHA) regulations and guidelines. This course provides an overview of the OSHA standards for safety in the workplace as they apply in the healthcare realm.
Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Tuition: $842.00
Length of time (2 hrs per day, 2 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

HCA 3010 ETHICAL DECISION MAKING

This course is designed to apply the principles and practices of ethics in administrative decision making. This course will analyze critical issues faced by modern healthcare delivery on various aspects ranging from insurance constraints to end of life care.
Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Tuition: $842.00
Length of time (2 hrs per day, 2 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

HCA 3021 HEALTHCARE PROFESSIONAL LEADERSHIP

This course is designed to provide students knowledge in the application of theories, models, and capabilities of leadership in the healthcare industry. This course will cover the base principles of leadership responsibilities for healthcare professionals at the administrative level to meet management expectations.
Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Tuition: $842.00
Length of time (2 hrs per day, 2 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

HCA 3033 JOINT COMMISION COMPLIANCE
This course describes the latest information needed for hospital accreditation under the Joint Commission standards. The course is designed for the student to understand the accreditation requirements utilizing the correct policies and procedures with the appropriate documentation.
Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Tuition: $842.00
Length of time (2 hrs per day, 2 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

HCA 3045 HEALTHCARE FINANCIAL MANAGEMENT
The purpose of this course is to provide health administration students the skills necessary to apply financial theory to decision making. This course provides students the ability to utilize their knowledge of accounting and financial mathematics while applying the information to determine strategies of financial planning using revenue obtained by insurance reimbursements.
Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ACCT3010
Total Clock Hours: 50
Tuition: $842.00
Length of time (2 hrs per day, 5 days per week):6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

HCA 4010 PUBLIC POLICY ANALYSIS
The purpose of this course is to provide health administration students the information needed to design, review, and implement policy by profit and nonprofit standards. This course is designed to apply cognitive thinking in policy design and implementation. The course will analyze current U.S. health policies while reviewing alternatives for developing future policies.
Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Method of Delivery: Blended
Tuition: $842.00
Length of time (2 hrs per day, 2 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

HCA 4021 HEALTHCARE PERFORMANCE IMPROVEMENT
The purpose of this course is to provide the student the knowledge on how to implement quality improvement methods to their healthcare specialty. This course will focus on total quality management and continuous quality improvement with employee and patient services. Each improvement approach will be thoroughly examined to successfully produce quality results.
Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Method of Delivery: Blended
Tuition: $842.00
Length of time (2 hrs per day, 2 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

HCA 4033 AUDITING PREPARATION
This course is designed to use the comprehensive knowledge obtained throughout the health administration curriculum. As healthcare administrators students must be prepared to undergo Joint Commission and OSHA site visits along with multiple financial audits from various sources. The course provides students an opportunity to prepare for various audits in the healthcare system. The student will also be prepared to overview waste, fraud, and abuse.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Tuition: $842.00
Length of time (2 hrs per day, 2 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

HCA 4045 PROCEDURE APPLICATIONS
This course is designed to use the comprehensive knowledge obtained throughout the health administration curriculum. The course is composed of special topics lectures and case studies, which will apply the students' knowledge ranging from the financial to decision making aspect.
Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Tuition: $842.00
Length of time (2 hrs per day, 2 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

HIS 2010 HISTORY OF THE UNITED STATES TO 1865
This course is designed to educate the student with the social, intellectual, economic, and political developments that have molded the history of America from Pre- Colonial period to the end of the Civil War. This course will emphasize the cause and effect of developments and their influence on the modern America.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $561.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

HIS 2021 HISTORY OF THE UNITED STATES FROM 1865 TO PRESENT
This course is designed to educate the student with the social, intellectual, economic, and political developments that have molded the history of America from the end of the Civil War to the end of the Gulf War. This course will emphasize the cause and effect of developments and their influence on the modern America.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: HIS 2010
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $561.00
Length of time (1.5 hrs per day, 2 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

MGT 1033 STRATEGIC HUMAN RESOURCE MANAGEMENT
This course introduces the technical and legal aspects of human resource management from a strategic business perspective. The course examines how to manage human resources effectively in the dynamic legal, social, and economic environment currently constraining organizations. Among the topics included are: formulation and implementation of human resource strategy, job analysis, methods of recruitment and selection, techniques for training and development, performance appraisal, compensation and benefits, and the evaluation of the effectiveness of HRM systems. Emphasis is placed on integrating human resource management with the overall business strategy.
Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: NA
Total Clock Hours: 50
Method of Delivery: Blended
Tuition: $842.00
Length of time (2 hrs per day, 2 days per wk):6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

MGT 121 DYNAMICS OF LEADERSHIP
Provides basic concepts of leadership and the essential skills required to become an effective leader/manager. The student will be provided the opportunity for personal development through exercises in communication and leadership effectiveness. Other major topics include leadership styles, managing commitments, conflict resolution, emotional intelligence, team dynamics and business ethics.

Objectives of the course are to understand leadership, know your own style and have a plan for developing your leadership.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Method of Delivery: Blended

Tuition: $759.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

MSC 101 MATHEMATICS FOR SOCIAL SCIENCES I

This course is designed for students to learn general mathematical concepts and methods used in a social science perspective. The course reviews concepts ranging from basic arithmetic to basic algebraic principles. Additionally, students will also understand the connections of mathematics to real word situations that include mathematical concepts to resolve.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 50

Method of Delivery: Blended

Tuition: $1139.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

MS 110 MATHEMATICS FOR SOCIAL SCIENCES II

This course is designed as an advancement of conceptual mathematics applied from MSC 101. The course will utilize basic mathematic concepts to reach a level of increased competence in mathematics by understanding the application of mathematical equations. An emphasis will be placed upon learning mathematical concepts through practical application to common real life scenarios.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: MSC 101

Total Clock Hours: 30

Method of Delivery: Blended

Tuition: $759.00

Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

POLS 2010 INTRODUCTION TO POLITICS

This course is designed as an overview of concepts, principles, and practices of politics as background for the study of American politics and their respective national, state, and local institutions. The course will also compare American politics with international systems to show the similarities or differences in our political systems.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 30

Method of Delivery: Blended

Tuition: $561.00

Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

POLS 2021 AMERICAN GOVERNMENT AND POLITICS

This course is designed as an overview the structure of American national government. The course will introduce ideas and institutions that shape politics in the United States. The course will focus on the Constitution, the modern American governmental institutions, and the political behavior of the American public.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: POLS 2010

Total Clock Hours: 30

Method of Delivery: Blended

Tuition: $561.00

Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

PSY 110 INTRODUCTION TO GENERAL PSYCHOLOGY

This course will describe the basic theories, principles, and concepts of psychology as they relate to behaviors and mental processes. This course will also apply psychological theories, principles, and concepts to everyday life, including industry and organizations. The students will learn to compare and contrast material and information from other cultures.

Clock hours of lab: 0	Length of time (1 hrs per day, 5 days per wk): 6 wks	
Clock hours of classroom lecture: 30	Lecture	3.0
Clock hours of individual and small group tutoring: provided to student on an as-needed basis	Lab	0.0
	Ext	0.0
Pre-Requisite: NA		
Total Clock Hours: 30	TOTAL=3.0QtrHr	
Tuition: $759.00		

Computed Tomography Certificate

This program is designed to prepare registered radiology technologist (RT) within a radiology field to advance in their career and be proficient to participate in a different modality within their profession. This certificate will serve as specialty advancement in radiology from as an Associates Degree in Radiology to a Certification in Computed Tomography. The program emphasis includes course material specialized in the Computed Tomography modality such as: CT Sectional Anatomy, CT Procedures, CT Physics, and CT instrumentations.

Admissions requirements:

1. A high school diploma or its equivalency is required for admission into the program;
2. Successful interview with an intake (admissions) counselor; and
3. Successful completion of a ARRT Imaging registry unencumbered license (Registered Technologist, RT(R), (RTT)) license will be verified by admissions director for successful completion of the ARRT Registry) or successful completion of an ARRT recognized program (must be approved by department director).
4. Background check and drug test
5. Updated immunization records (a listing of immunizations can be located in the admissions office)
6. Student must complete a prerequisite orientation to determine if a student will be able to manage education utilizing the online platform. In order to receive credit for attending this orientation (presented on the LMS) a student must complete an assessment exam questioning if they are capable of managing the delivery throughout the duration of the program. This will serve as a determinant if the student will be prepared to start with the distance education platform provided.

The program content is offered through online lecture. 45 Quarter credits will be awarded under the Southwest University CT Certification curriculum.

Program Delivery: Online

Definition of Academic Year: An academic year will consist of 30 instruction weeks and 36 quarter credit hours.
Full Time Status: Student's enrollment status will be considered full time if they are enrolled in at least 7.5 credit hours in a six week period.
Transfer Hours:
Radiology Advanced Standing Credit (ARRT Completion): 40 semester hrs (60 Quarter Credit Hours)

Total Lab Hours: **80 Hrs**
Total Lecture Hours: **320 Hrs**
Total Externship Hours: **270 Hrs**
Total Program Hours: **670 Hrs**
Total Length of Time: **36 Wks**
Total Credit Hours: **45 Qtr credits**

ISC 100 HUMAN VALUES, ETHICS, AND LAW IN HEALTHCARE

This course is designed to provide students with the opportunity to explore their personal values system within the context of practice as a health professional. This course will provide an introduction to the elementary concepts of medical law for first line-supervisors and health care practitioners. The course will discuss the effects that HIPAA regulation may have on the imaging industry including information management. This course will provide explanation relative for providing safeguards for maintaining the integrity of all confidential patient medical records.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Tuition: $1035.00
Length of time in wks (Online): 6 wks

Lecture	4.0
Lab	0.5
Ext	

TOTAL = 4.5 Qtr Hr

ISCT 1010 CT INSTRUMENTATION

This course will provide the student with broad fundamental knowledge about underlying principles, the equipment, associated terminology and a description of important image properties of computed tomography scanning. This will provide a thorough study of the operation of scanner computer components, scan factors, and the application of these factors to clinical procedures. Evaluation of image quality, identification of artifacts through appropriate quality control procedures, and appreciation of radiation dose factors will also be addressed.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Tuition: $1035.00
Length of time in wks (Online): 6 wks

Lecture	4.0
Lab	0.5
Ext	

TOTAL = 4.5 Qtr Hr

ISCT 1021 CT PHYSICS

This course will discuss computed tomography physics. The course content is designed to impart an understanding of the physical principles and the digital imaging principles involved in computed tomography. Physics topics covered include the characteristics of x-radiation, CT beam attenuation, linear attenuation coefficients, tissue characteristics and Hounsfield numbers application. Data acquisition and manipulation techniques, image reconstruction algorithms will be explained.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Tuition: $1035.00
Length of time in wks (Online): 6 wks

Lecture	4.0
Lab	0.5
Ext	

TOTAL = 4.5 Qtr Hr

ISCT 2010 PATIENT CARE AND SAFETY IN CT

This course will provide instruction pertinent to patient care and safety relative to computed tomography. The course will provide specific instruction for advanced CT procedures including biopsies and ablations. The course will discuss radiation safety and altering parameters for patient dose reduction. The course will provide an in depth look at CT contrast media including patient preparations.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Tuition: $1035.00
Length of time in wks (Online): 6 wks

Lecture	4.0
Lab	0.5
Ext	

TOTAL = 4.5 Qtr Hr

ISCT 2021 CT IMAGE QUALITY

This course will provide the student with broad fundamental knowledge about underlying principles related to CT image quality. This course will provide a thorough study of spatial and contrast resolution, image noise. Evaluation of image quality, identification of artifacts through appropriate quality control procedures, and appreciation of radiation dose factors will also be addressed. Temporal resolution and special cardiac considerations will be discussed.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Tuition: $1035.00
Length of time in wks (Online): 6 wks

Lecture	4.0
Lab	0.5
Ext	

TOTAL = 4.5 Qtr Hr

ISCT 2033 CT PROCEDURES

This course reviews computed tomography examination procedures of the head, neck and thorax including

patient care, patient preparation, application procedures, contrast agents, anatomy and physiology, scanning procedures, special procedures, and common pathologies. Indications and contraindications for the study as well as selection of contrast media will be explored.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Tuition: $1035.00
Length of time in wks (Online): 6 wks

Lecture	4.0
Lab	0.5
Ext	

TOTAL = 4.5 Qtr Hr

ISCT 3010 CASE STUDIES IN CT

This course reviews computed tomography case studies of the head, neck thorax, Abdomen, Pelvis, Upper extremities and lower extremities. Basic pathology will be discussed for each body part. The course will cover 4 phased scanning relative to benign versus malignant tumors. The course will also describe normal anatomical variants relative to all anatomical scanning protocols.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Tuition: $1035.00
Length of time in wks (Online): 6 wks

Lecture	4.0
Lab	0.5
Ext	

TOTAL = 4.5 Qtr Hr

ISCT 3021 CT REGISTRY PREPARATION

This course provides a review of the content used for the advanced level examination for computed tomography according to the content specifications provided by the American Registry of Radiologic Technologists (ARRT). This course will present a review of the content used for the advanced level examination for computed tomography. The content that will be discussed includes computed tomography patient care, physics, pathology, cross sectional anatomical images, CT instrumentation, and imaging procedures with reference to the content specifications provided by the ARRT.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Tuition: $1035.00
Length of time in wks (Online): 6 wks

Lecture	4.0
Lab	0.5
Ext	

TOTAL = 4.5 Qtr Hr

SCT 4000 CT CLINICAL I

This is a clinical course designed for students to apply the knowledge gained from the courses and experiences of the program. The student is expected to begin to demonstrate the necessary skills to become an effective CT technologist in the imaging field. The students will be scheduled for approximately 7.5 hours a day including a 30-minute lunch/break for the duration of 3 days a week for six weeks (totaling 135 clinical hours).

Clock hours of lab: 0
Clock hours of classroom lecture: 0
Clock hours of Externship: 135
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: Successful completion of the program up to this point.
Total Clock Hours: 135
Tuition: $1035.00
Length of time in wks (7.5 hrs per day, 3 days per wk): 6 wks

Lecture	0.0
Lab	0.0
Ext	4.5

TOTAL =4.5 Qtr Hr

ISCT 5000 CT CLINICAL II

This is the second clinical course where the student is expected to apply knowledge gained from the program. The student is expected to initiate an advanced approach to demonstrate the skills of an effective CT technologist. The students will be scheduled for approximately 7.5 hours a day including a 30-minute lunch/break for the duration of 3 days a week for six weeks (totaling 135 clinical hours).

Clock hours of lab: 0
Clock hours of classroom lecture: 0
Clock hours of Externship: 135
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: Successful completion of the program up to this point.
Total Clock Hours: 135
Tuition: $1035.00
Length of time in wks (7.5 hrs per day, 3 days per wk): 6 wks

Lecture	0.0
Lab	0.0
Ext	4.5

TOTAL = 4.5 Qtr Hr

Associate of Applied Science in Diagnostic Medical Sonography

PROGRAM GOALS:

The goal of the Diagnostic Medical Sonography program (General Concentration) is the thorough preparation of the student, through quality didactic, laboratory, and clinical instruction, in the theoretical knowledge, tasks, and responsibilities required of an entry-level general sonographer.

PROGRAM PHILOSOPHY:

The Diagnostic Medical Sonography program of Southwest University at El Paso is committed to excellence in education demonstrated by providing a comprehensive entry-level education program to students through quality didactic and clinical instruction. The program supports the vision, values, and mission of Southwest University at El Paso by striving to be the premier Diagnostic Medical Sonography training program in our community. In combination, the seven program components ensure the adequacy of a well-rounded program through classes in didactic theory, application and practice of skill sets in the laboratory environment, and integration of didactic theory and acquisition of performance objectives in the clinical setting.

PROGRAM OBJECTIVES:

Upon completion of this program, the student will be able to:

1. Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.
2. Perform appropriate ultrasound scanning procedures and record anatomic, pathologic, and/or physiologic data for interpretation by a physician.
3. Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician.
4. Exercise discretion and judgment in the performance of sonographic and/or other non-invasive diagnostic services.
5. Provide appropriate and compassionate patient care for patients undergoing ultrasound examination.
6. Demonstrate appropriate communication skills with patients and colleagues.
7. Act in a professional and ethical manner.
8. Provide patient education related to medical ultrasound and/or other non-invasive diagnostic ultrasound techniques, and promote principles of good health.

OCCUPATIONAL OBJECTIVES:

The successful graduate of the Diagnostic Medical Sonography at Southwest University at El Paso will have the knowledge and skills to obtain entry-level employment as a Diagnostic Medical Sonographer in:

A Hospital or Medical Center
A Medical Clinic
A Radiology Imaging Center
A Physician's Office
Mobile Ultrasound Service
Free Lance Sonographer
Traveling Sonographer
Commercial Ultrasound: Applications Specialist and Sales
Research Sonography

Admissions requirements:

- **All potential students must receive a school catalog prior to signing an enrollment agreement**
- **Student must attend entrance orientation**
- **A high school diploma or its equivalency is required for admission into the program**
- **Prospective students must complete a successful interview with an intake (admissions) counselor**
- **Prospective students must submit an AAS DMS Admissions Application**
- **Applicants must be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll.)**
- **Applicants must take and pass an institutional HESI entrance exam with a minimum of 70%. Non-Refundable exam fee is $40.00 dlls**
- **Applicants must be a graduate of Southwest University AAS Allied Health Program. (Tuition and Program length for these programs are in addition to the cost for this program; please refer to the institutional catalog for program specific tuition costs).**

General Criteria: Applicants for specialized admissions must satisfy minimum criteria in order to be eligible for consideration for ranking. The following is required for all students wishing to enroll the program:

- Must be a graduate of an SU AAS Allied Health Program or a SU BS program
- Must have earned a minimum SU cumulative GPA of 3.5, an attendance rate of 90% and no write ups are required.
- The following is required for all outside students wishing to enroll the program: Baccalaureate in Science and Minimum cumulative GPA of 3.0 (Transcript is required for academic review)

Students must complete admissions requirements prior to enrollment in specialized courses. There is a scheduled ranking date for this program. It is ultimately the student's responsibility to submit all required documentation to allow for normal processing.

Total Lab Hours:	**310 Hrs**
Total Externship Hours:	**825 Hrs**
Total Lecture Hours:	**920 Hrs**
Total Program Hours:	**2055 Hrs**
Total Length of Time:	**104 Wks**
Total Credit Hours:	**134.5 Credits**

Definition of Academic Year: An academic year will consist of 30 instruction weeks and 36 quarter credit hours.

Full Time Status: Student's enrollment status will be considered full time if the student is enrolled in at least 7.5 credit hours in a six week period.

Program Delivery: Blended ***(Residential and Online, please see marked classes)*** The program content is offered through lecture, laboratory, and externship experience. (certain lecture and/or laboratory courses may be delivered online, those courses are identified as blended, below)

AAIP 101 ADVANCED ANATOMY FOR IMAGING PROFESSIONALS

Content of this course is designed to establish a knowledge base in anatomy and physiology. Systems of the human body are described and discussed in specific detail.

Clock hours of lab: 20
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 60
Tuition: $1,575.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	1.0
Ext	0.0

TOTAL = 5.0 Qtr Hr

ALG 110 ALGEBRA I

This course is designed to provide understanding of basic properties of real numbers and to use algebraic models to solve verbal problems with linear and quadratic equation, complex numbers, factoring and graphs. Emphasis is placed on manipulation of

algebraic equations, problem solving and their correlation to general arithmetic.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $945.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

AIP 101 ANATOMY FOR IMAGING PROFESSIONALS I
This course provides systemic and functional review of human gross anatomy and sectional anatomy in order for students to obtain the knowledge required in the diagnostic ultrasound medical field. Students will learn the physiology of different (organ) systems. The course will cover the following subject areas: Integumentary, Endocrine, Musculoskeletal and Nervous System.
Clock hours of lab: 10
Clock hours of classroom lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $788.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	2.0
Lab	0.5
Ext	0.0

TOTAL = 2.5 Qtr Hr

AIP 102 ANATOMY FOR IMAGING PROFESSIONALS II
This course provides a systemic and functional review of human gross anatomy and sectional anatomy in order for students to expand the knowledge acquired in the Anatomy for Imaging Professionals I course. Students will learn the major gross— anatomical and systematic anatomy structures and physiology functions / interactions of the different (organ) systems, The course will also introduce students to basic diagnostic images of gross-anatomical and sectional anatomy structures, as well as basic physiology, This course will primarily focus on the sectional anatomy as it pertains to the Cardiovascular, Lymphatic, Respiratory, Digestive Reproductive and Urinary Systems.
Clock hours of lab: 10
Clock hours of classroom lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: AIP 101
Total Clock Hours: 30
Tuition: $788.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	2.0
Lab	0.5
Ext	0.0

TOTAL = 2.5 Qtr Hr

BC 110 BUSINESS COMMUNICATION
This course examines basic interpersonal communication processes with practical applications for the business environment. Issues regarding cross- cultural communications and ethical considerations in business communication are discussed. The course will emphasize planning, organizing and delivering oral presentations in business settings.
Clock hours of lab:0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $945.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

BIO 101 BIOLOGY I
This course is designed to provide the students with the foundation and knowledge of biology in brief investigations of all major facets of living organisms including cell structure and function, major kingdoms of organisms, selected topics in human anatomy, physiology, genetics, reproduction, evolution, and biochemistry. In addition, ecological principles and conservation will be stressed throughout the course.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $945.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

BIO 102 BIOLOGY II

This course (Biology II, BIO 102) is a detailed study of body structure and function utilizing principles of chemistry, biochemistry as well as anatomy and physiology. It includes the following topics: cardiovascular system, lymphatic system, nonspecific defense and immunity, respiratory system, digestive system, urinary system, fluid/electrolyte and acid/base balance, and reproductive system

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: BIO 101

Total Clock Hours: 30

Tuition: $945.00

Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

BIO 103 MICROORGANISMS AND DISEASE

Microorganisms & Disease (BIO 103) covers principles of microbiology and the impact these organisms have on humans and on the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. The course will additionally cover the proper application of the skills needed for microscopy, aseptic technique, staining, culture methods, and identification of microorganisms.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: BIO 102 or QA 110

Total Clock Hours: 30

Tuition: $945.00

Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr.

CL 100 INTRODUCTION TO CLINICAL PROCEDURES

The student will learn intermediate and advanced procedures for infection control, how to prepare, examine, and treat areas, take patient history and measurements, prepare and administer medications.

Clock hours of lab: 20

Clock hours of classroom lecture: 10

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: $630.00

Laboratory Fee: ***Please see page 24***

Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	1.0
Lab	2.0
Ext	0.0

TOTAL = 2.0 Qtr Hrs

AAS DMS 201 INTRODUCTION TO ULTRASOUND IMAGING

This course is an introduction to the nature of ultrasound and to the fundamental role and duties of the sonographer. Emphasis is placed on the origins and evolution of diagnostic medical sonography, development of the sonographer, the student sonographer, safety issues in sonography, basic medical techniques and patient care, communication skills, clinical assessments, medical and legal aspects in sonography, medical ethics and professionalism, employment opportunities for sonographers.

Clock hours of lab: 10

Clock hours of classroom lecture: 50

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: LP 101

Total Clock Hours: 60

Tuition: $1733.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	5.0
Lab	0.5
Ext	0.0

TOTAL = 5.5 Qtr Hr

AAS DMS 202 INTERMEDIATE ULTRASOUND IMAGING

This course is an introduction to the nature of ultrasound and to the fundamental role and duties of the sonographer. This course will emphasize the structure and function of: body planes and directions, and basic

anatomy and physiology of body systems (with special emphasis on the liver), biliary tree, pancreas, renal, thyroid, parathyroid, male and female reproductive systems, and the cardiovascular system.

Clock hours of lab: 10

Clock hours of classroom lecture: 50

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: AAS DMS 201

Total Clock Hours: 60

Tuition: $1733.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	5.0
Lab	0.5
Ext	0.0

TOTAL = 5.5 Qtr Hr

AAS DMS 210 ABDOMINAL AND SMALL PARTS ULTRASOUND IMAGING

This course provides interpretation of normal anatomy, sonographic and gross anatomy demonstrating scanning techniques and identifying

normal sonographic protocols for abdomen and small parts. Interpretation of abnormal anatomy, identification and interpretation of pathological conditions affecting the abdominal organs and small parts and the role of differential diagnoses in ultrasound examinations.

Clock hours of lab: 10

Clock hours of classroom lecture: 50

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: AAS DMS 201

Total Clock Hours: 60

Tuition: $1733.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	5.0
Lab	0.5
Ext	0.0

TOTAL = 5.5 Qtr Hr

AAS DMS 212 ABDOMINAL ULTRASOUND IMAGING

This course is designed to provide an interpretation of abnormal anatomy, identification and interpretation of pathological conditions affecting the abdominal organs. It includes the role of differential diagnoses in ultrasound examinations.

Clock hours of lab: 10

Clock hours of classroom lecture: 50

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: AAS DMS 210

Total Clock Hours: 60

Tuition: $1733.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	5.0
Lab	0.5
Ext	0.0

TOTAL = 5.5 Qtr Hr

AAS DMS 214 SMALL PART ULTRASOUND IMAGING

This course is designed to provide an interpretation of abnormal anatomy, identification and interpretation of pathological conditions affecting the abdominal organs. It includes role of differential diagnoses in ultrasound examinations.

Clock hours of lab: 30

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: AAS DMS 210

Total Clock Hours: 60

Tuition: $1418.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	1.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

AAS DMS 220 OBSTETRICS AND GYNECOLOGYULTRASOUND IMAGING I

This course will introduce the protocols, policies, and fundamentals involved with obstetrics and gynecology ultrasound studies. The course will introduce the skills needed to perform studies by recognizing and identifying fetal structures and the female reproductive anatomy, along with obstetrics and gynecology transducer recognition.

Clock hours of lab: 10

Clock hours of classroom lecture: 50

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: AAS DMS 210

Total Clock Hours: 60

Tuition: $1733.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	5.0
Lab	0.5
Ext	0.0

TOTAL = 5.5 Qtr Hr

AAS DMS 222 OBSTETRICS AND GYNECOLOGY ULTRASOUND IMAGING II

This course is designed to provide the interpretation of normal anatomy, sonographic and gross anatomy demonstrating scanning techniques and identifying normal sonographic protocols for gynecologic and obstetric ultrasound examinations.

Clock hours of lab: 30

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: AAS DMS 220

Total Clock Hours: 60

Tuition: $1418.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	1.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

AAS DMS 224 ARDMS EXAM REVIEW PREPARTION I

This course provides a comprehensive review for abdominal specialty ARDMS examination that includes interpretation of normal anatomy, sonographic and gross anatomy rehearsing scanning techniques oriented to identify normal anatomy with sonographic protocols for abdomen and small parts. Competency in the interpretation of abnormal anatomy and identification of pathological conditions affecting the abdominal organs and the role of differential diagnoses with ultrasound examinations.

Clock hours of lab: 10

Clock hours of classroom lecture: 50

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: AAS DMS 220

Total Clock Hours: 60

Tuition: $1733.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	5.0

Lab 0.5
Ext 0.0

TOTAL = 5.5 Qtr Hr

AAS DMS 230 INTRODUCTION TOVASCULAR ULTRASOUND IMAGING

The course is a detailed introduction to the basics of Vascular Ultrasound Imaging. The course will also include the policies and protocols involved with vascular scanning, and an overview of vascular instrumentation.

Clock hours of lab: 10
Clock hours of classroom lecture: 50
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: AAS DMS 220
Total Clock Hours: 60
Tuition: $1733.00
Length of time (2 hrs per day, 5 days per wk): 6 wks
Lecture 5.0
Lab 0.5
Ext 0.0

TOTAL = 5.5 Qtr Hr

AAS DMS 234 ARDMS EXAM REVIEW PREPARATION II

This course provides a comprehensive review for abdominal specialty ARDMS examination that includes interpretation of normal anatomy, sonographic and gross anatomy rehearsing scanning techniques oriented to identify normal anatomy with sonographic protocols for abdomen and small parts. Competency in the interpretation of abnormal anatomy and identification of pathological conditions affecting the abdominal organs and the role of differential diagnoses with ultrasound examinations.

Clock hours of lab: 10
Clock hours of classroom lecture: 50
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: AAS DMS 232
Total Clock Hours: 60
Tuition: $1733.00
Length of time (2 hrs per day, 5 days per wk): 6 wks
Lecture 5.0
Lab 0.5
Ext

TOTAL = 5.5 Qtr Hr

AAS DMS 240 PHYSICAL PRINCIPLES AND INSTRUMENTATIONOF ULTRASOUND IMAGING

The course will correlate the principles and concepts obtained in general physics and apply them to ultrasound fundamentals. The course will be an introduction to basic acoustic physical principles and the manner in which ultrasound waves react in human tissue.

Clock hours of lab: 10
Clock hours of classroom lecture: 50
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: AAS DMS 230
Total Clock Hours: 60
Tuition: $1733.00
Length of time (2 hrs per day, 5 days per wk): 6 wks
Lecture 5.0
Lab 0.5
Ext 0.0

TOTAL = 5.5 Qtr Hr

AAS DMS 242 PHYSICAL PRINCIPLES AND INSTRUMENTATION

This course will be an introduction to various types of instrumentation, equipment design and applications. The student will understand and demonstrate the mechanics of ultrasound image production and display, various transducer designs and construction, quality assurance, bio effects and safety, imaging artifacts and Doppler flow analysis.

Clock hours of lab: 30
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: AAS DMS 240
Total Clock Hours: 60
Tuition: $1418.00
Length of time (2 hrs per day, 5 days per wk): 6 wks
Lecture 3.0
Lab 1.5
Ext 0.0

TOTAL = 4.5 Qtr Hr

AAS DMS 248 ULTRASOUND REGISTRY REVIEW

This course is designed to assist the student in taking the Sonography Principles and Instrumentation and Ultrasound Specialty Exam. The course will be utilized as a preparation and review for both exams.

Clock hours of lab: 10
Clock hours of classroom lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: AAS DMS 240
Total Clock Hours: 30
Tuition: $788.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 2.0
Lab 0.5
Ext 0.0

TOTAL = 2.5 Qtr Hr

AAS DMS 250 CLINICAL PRACTICUM I

The student will be assigned, and directly supervised in a diagnostic medical ultrasound imaging facility such as a hospital, clinic, or radiology imaging center. The student will be introduced to the clinical setting and departmental organization. Under direct supervision by a clinical preceptor (supervising sonographer or physician), and the school's Clinical Externship Coordinator, the student will begin to acquire the hands-on skills necessary for the sonographer in a clinical site. This is accomplished through observation and participation in clinical case studies of patients undergoing ultrasound examinations

Clock hours of lab: 0
Clock hours of classroom lecture: 0
Clock hours of Externship: 225
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: AAS DMS 244
Total Clock Hours: 225
Tuition: $2363.00
Length of time (8 hrs per day, 5 days per wk): 6 wks

Lecture	0.0
Lab	0.0
Ext	7.5

TOTAL = 7.5 Qtr Hr

AAS DMS 260 CLINICAL PRACTICUM II

This course is designed as a more advanced continuation of Clinical Practicum I. The student will continue to perfect his or her skills in the clinical environment and learn more advanced imaging techniques required of the entry-level sonographer. The student will gain more experience in performing ultrasound studies of the patient undergoing abdominal, small parts, gynecologic, obstetric, or vascular ultrasound examinations. The student will be assigned, and directly supervised in a diagnostic medical ultrasound imaging facility such as a hospital, clinic, or radiology imaging center. The student will be introduced to the clinical setting and departmental organization. Under direct supervision by a clinical preceptor (supervising sonographer or physician), and the school's Clinical Externship Coordinator, the student will begin to acquire the hands-on skills necessary for the sonographer in a clinical site. This is accomplished through observation and participation in clinical case studies of patients undergoing ultrasound examinations.

Clock hours of lab: 0
Clock hours of classroom lecture: 0
Clock hours of Externship: 225
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: AAS DMS 250
Total Clock Hours: 225
Tuition: $2363.00
Length of time (8 hrs per day, 5 days per wk): 6 wks

Lecture	0
Lab	0
Ext	7.5

TOTAL = 7.5 Qtr Hr

AAS DMS 270 CLINICAL PRACTICUM III

This course is designed as a more advanced continuation of Clinical Practicum II. The student will continue to perfect his or her skills in the clinical environment and learn more advanced imaging techniques required of the entry-level sonographer. The student will gain more experience in performing ultrasound studies of the patient undergoing abdominal, small parts, gynecologic, obstetric, or vascular ultrasound examinations. The student will be assigned, and directly supervised in a diagnostic medical ultrasound imaging facility such as a hospital, clinic, or radiology imaging center. The student will be introduced to the clinical setting and departmental organization. Under direct supervision by a clinical preceptor (supervising sonographer or physician), and the school's Clinical Externship Coordinator, the student will begin to acquire the hands-on skills necessary for the sonographer in a clinical site. This is accomplished through observation and participation in clinical case studies of patients undergoing ultrasound examinations.

Clock hours of lab: 0
Clock hours of classroom lecture: 0
Clock hours of Externship: 225
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: AAS DMS 260
Total Clock Hours: 225
Tuition: $2363.00
Length of time (8 hrs per day, 5 days per wk): 6 wks

Lecture	0.0
Lab	0.0
Ext	7.5

TOTAL = 7.5 Qtr Hr

AAS DMS 280 CLINICAL PRACTICUM IV

This course is designed as a more advanced continuation of Clinical Practicum III. The student will continue to perfect his or her skills in the clinical environment and learn more advanced imaging techniques required of the entry-level sonographer. The student will gain more experience in performing ultrasound studies of the patient undergoing abdominal, small parts, gynecologic, obstetric, or vascular ultrasound examinations. The student will be assigned, and directly supervised in a diagnostic medical ultrasound imaging facility such as a hospital, clinic, or radiology imaging center. The student will be introduced to the clinical setting and departmental organization. Under direct supervision by a clinical preceptor (supervising sonographer or physician), and the school's Clinical Externship Coordinator, the student will begin to acquire the hands-on skills necessary for the sonographer in a clinical site. This is accomplished through observation and participation in

clinical case studies of patients undergoing ultrasound examinations.
Clock hours of lab: 0
Clock hours of classroom lecture: 0
Clock hours of Externship: 225
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: AAS DMS 270
Total Clock Hours: 225
Tuition: $1575.00
Length of time (8 hrs per day, 5 days per wk): 6 wks

Lecture	0.0
Lab	0.0
Ext	7.5

TOTAL = 7.5 Qtr Hr

ENG 110 ENGLISH I
This course includes introduction to literary analysis, investigation/review of topic-selection processes, development of possible thesis statements, outlining as it relates to support for a selected thesis statement, over-all study of the research process, practice and emphasis on critical thinking skills in literary analysis, and experience in writing literary research papers using available resources.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $945.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ME 101 MEDICAL LAW AND ETHICS
The student will learn the application of legal principles, policies, regulations and standards for the control and use of information as it applies to various areas of employment. Students will learn the proper release of information, ethical codes, confidentiality, humanistic healthcare, legal terminology, legal judgments, documents, and litigation terms. In class, students will apply this knowledge through discussion of ethical dilemmas, conferencing, and analysis of legal situations.
Clock hours of classroom lecture: 20
Clock hours of lab: 10
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $788.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	2.0
Lab	0.5
Ext	0.0

TOTAL = 2.5 Qtr Hr

MT 101 MEDICAL TERMINOLOGY I
This course provides basic medical terminology information including Greek and Latin derivations, prefixes, suffixes, root words, and combining forms. This course provides practice in building and defining medical terms, and emphasizes correct spelling and pronunciation of medical words.
Clock hours of lab: 15
Clock hours of classroom lecture: 15
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $630.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	1.5
Lab	0.5
Ext	0.0

TOTAL = 2.0 Qtr Hr

MT 102 MEDICAL TERMINOLOGY II
This course is a continuation of MT 101 and provides in-depth medical terminology information including Greek and Latin derivations, prefixes, suffixes, root words, and combining forms. It provides practice in building and defining medical terms, and emphasizes correct spelling and pronunciation of medical words. Interpreting terminology related to body structure, disease, diagnosis, and treatment is emphasized along with medical abbreviations.
Clock hours of lab: 15
Clock hours of classroom lecture: 15
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: Medical Terminology I
Total Clock Hours: 30
Tuition: $630.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	1.5
Lab	0.5
Ext	0.0

TOTAL = 2.0 Qtr Hr

PHY 110 BASIC FUNDAMENTALS OF PHYSICS
This course is a study of basic physics concepts. The course will introduce the concepts behind the laws and principles of physics, utilizing environmental factors such as physical matter and temperature. The properties and principles of sound waves and EM waves will be explained in great detail for further radiological functions.
Clock hours of lab: 10

Clock hours of classroom lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: Algebra I
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $788.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	2.0
Lab	0.5
Ext	0.0

TOTAL = 2.5 Qtr Hr

PS 101 PSYCHOLOGY OF SUCCESS
This course provides skills and strategies for creating a pattern of success. Developed to enhance a students' ability to identify career options bases on self-knowledge and self-esteem, this course provides a framework for focusing on employment and identifying a career path for lifelong success.
Clock hours of lab: 10

Clock hours of classroom lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $788.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	2.0
Lab	0.5
Ext	0.0

TOTAL = 2.5 Qtr Hrs

Associate of Applied Science in Radiological Sciences

Radiological technologists are healthcare professionals who use specialized X-Ray equipment to create images of structures inside the human body. They must be able to interact with people who range from healthy to critically ill. Technologists are supervised by board certified radiologists. This course is designed to prepare the student to perform clinical examinations of the human body with special consideration to image production, quality control, signal to noise ratio and basic pulse sequences. Graduates will be able to obtain employment in orthopedic clinics, diagnostic imaging clinics, and hospitals.

Admissions requirements:

- **All potential students must receive a school catalog prior to signing an enrollment agreement**
- **Student must attend entrance orientation**
- **A high school diploma or its equivalency is required for admission into the program**
- **Prospective students must complete a successful interview with an intake (admissions) counselor**
- **Prospective students must submit an AAS Radiology Admissions Application**
- **Applicant must be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll.)**
- **Applicants must take and pass an institutional HESI entrance exam with a minimum of 70%. Non-Refundable exam fee is $40.00 dlls**
- **Applicants must be a graduate of Southwest University AAS Allied Health Program. (Tuition and Program length for these programs are in addition to the cost for this program; please refer to the institutional catalog for program specific tuition costs).**

Allied Health Program	Allied Heath Program Tuition and Fees Cost	Adjusted Tuition and Fees (Includes transfer credits)	Tuition and Fees (including all adjustments)	Total Additional Program length
Medical Assistant	$17,874	$34,923	$52,797	36 weeks
Associate in Applied Science in Medical Coding and Billing	$29,204	$33,708	$62,912	60 weeks
Associate in Applied Science in Health Administration	$28,380	$32,846	$61,226	60 weeks

General Criteria: Applicants for specialized admissions must satisfy minimum criteria in order to be eligible for consideration for ranking. The Following is required for all students wishing to enroll the program:

- Must be a graduate of an SU AAS Allied Health Program or a SU BS program
- Must have earned a minimum SU cumulative GPA of 3.5, an attendance rate of 90% and no write ups are required.
- The following is required for all outside students wishing to enroll the program: Baccalaureate in Science and Minimum cumulative GPA of 3.0 (Transcript is required for academic review)

Students must complete admissions requirements prior to enrollment in specialized courses. There is a scheduled ranking date for this program. It is ultimately the student's responsibility to submit all required documentation to allow for normal processing.

Total Lab Hours: **80 Hrs**
Total Externship Hours: **1050 Hrs**
Total Lecture Hours: **1330 Hrs**
Total Program Hours: **2460 Hrs**
Total Length of Time: **96 Weeks**
Total Credit Hours: **172.0Credi**

Definition of Academic Year: An academic year will consist of 30 instruction weeks and 36 quarter credit hours.

Full Time Status: Student's enrollment status will be considered full time if student is enrolled in at least 8.0 credit hours in a six week period.

Program Delivery: Blended ***(Residential and Online, please see marked classes)*** The program content is offered through lecture, laboratory, and externship experience. (certain lecture and/or laboratory courses may be delivered online, those courses are identified as blended, below)

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ALG 110 ALGEBRA I

This course is designed to provide understanding of basic properties of real numbers and to use algebraic models to solve verbal problems with linear and quadratic equations, complex numbers, factoring and graphs. Emphasis is placed on manipulation of algebraic equations, problem solving and their correlation to general arithmetic.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $690.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

AAIP 101 ADVANCED ANATOMY FOR IMAGING PROFESSIONALS

This course is designed to establish a knowledge base in the systems of the human body. The course content describes and discusses in specific detail the various functions of biological systems within the human body. The course introduces concepts relating to tissue, cells and organ systems. Anatomy is heavily emphasized, and individual class sessions often concentrate on specific parts of the body. Beginning human physiology covers the mechanisms sustaining human life and addresses each system's specific function, health issues, pathologies, diagnostics and disease prevention.

Clock hours of lab: 20
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 60
Tuition: $1150.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	1.0
Ext	0.0

TOTAL = 5.0 Qtr Hr

AP 145 ANATOMY AND PHYSIOLOGY I

This course provides systemic and functional review of human gross anatomy and systematic anatomy in order for students to obtain the knowledge required in the allied health professions. Students will learn the major gross—anatomical and systematic anatomy structures and functions / interactions of the different (organ) systems as well as the related terminology. The course will also introduce students to basic diagnostic images of gross-anatomical and systematic anatomy structures, as well as basic physiology, common diseases & treatments, and diet and nutrition. Apart from giving students an introduction to the body and its organ systems, this course will primarily focus on the clinical anatomy as it pertains to the upper limbs and lower limbs.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Tuition: $1035.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

AP 147 ANATOMY PHYSIOLOGY II

This course provides a systemic and functional review of human gross anatomy and systematic anatomy in order for students to expand the knowledge acquired in the Anatomy & Physiology I course. Students will learn the major gross—anatomical and systematic anatomy structures and functions / interactions of the different (organ) systems as well as the related terminology. The course will also introduce students to basic diagnostic images of gross-anatomical and systematic anatomy structures, as well as basic physiology, common diseases and treatments. This course will primarily focus on the clinical anatomy as it pertains to the thorax, abdomen, pelvis & perineum.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: AP 145

Total Clock Hours: 50
Tuition: $1035.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

BC 110: BUSINESS COMMUNICATION

This course examines basic interpersonal communication processes with practical applications for the business environment. Issues regarding cross-cultural communications and ethical considerations in business communication are discussed. The course will emphasize planning, organizing and delivering oral presentation in business setting.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $690.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

BIO 101 BIOLOGY I

This course is designed to provide the students with the foundation and knowledge of biology in brief investigations of all major facets of living organisms including cell structure and function, major kingdoms of organisms, selected topics in human anatomy, physiology, genetics, reproduction, evolution, and biochemistry. In addition, ecological principles and conservation will be stressed throughout the course.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $690.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ENGL 145 TECHNICAL WRITING

This course will teach students how to communicate clearly and effectively, changing writing style and content for varying audiences and purposes. The course will focus on meeting readers' needs while representing the interests of your employer. The assignments will cover a variety of tasks produced under different circumstances.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $690.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

HC 115: HEALTHCARE VOCABULARY I

This course provides in-depth medical terminology information including Greek and Latin derivations, prefixes, suffixes, root words, and combining forms. It provides practice in building and defining medical terms, and emphasizes correct spelling and pronunciation of medical words. Interpreting terminology related to body structure, disease, diagnosis, and treatment is emphasized along with medical abbreviations.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Method of Delivery: Blended
Tuition: $1035.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

HC 120 HEALTH CARE VOCABULARY II

This course is a continuation of HC 115 and provides in-depth medical terminology information including Greek and Latin derivations, prefixes, suffixes, root words, and combining forms. It provides practice in building and defining medical terms, and emphasizes correct spelling and pronunciation of medical words. Interpreting terminology related to body structure, disease, diagnosis, and treatment is emphasized along with medical abbreviations.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: HC 115
Total Clock Hours: 50
Tuition: $1035.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 4.5 Qtr Hr

HC 135 HEALTH CARE ETHICS

The student will learn the application of legal principles, policies, regulations, and standards for the control and use of information as it applies to various areas of employment. Students will learn the proper release of information, ethical codes, confidentiality, humanistic healthcare, legal terminology, legal judgments, documents, and litigation terms. In class, the student will apply this knowledge through discussion of ethical dilemmas, conferencing, and analysis of legal situations.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $690.00

Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ISC 101: INTRODUCTION TO COMPUTERS

Participants are introduced to the Microsoft Office program suite, including Excel for spreadsheets and Word for word processing, Content includes creating, saving, retrieving, editing, formatting, enhancing, printing, and merging a variety of documents.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $690.00

Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ISC 1100: CLINICAL PRACTICE

Content and clinical practice experiences should be designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Tuition: $1035.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

ISC 1301: SECTIONAL ANATOMY I

This course is the study of cross-sectional normal with normal anatomical variants. The course will demonstrate and educate the student on the correlation of the study of cross-sectional anatomy. In this course, students will explore in-depth study of human anatomy in sagittal, coronal, transverse, and orthogonal sections essential to current techniques in diagnostic imaging. This course content will include an introduction to cross sectional anatomy, cranium and facial bones, brain, neck and spine.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $690.00

Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ISC 1302: SECTIONAL ANATOMY II

This course is a continuation of ISC 1301. This course is the study of cross-sectional normal with normal anatomical variants. The course will demonstrate and educate the student on the correlation of the study of cross-sectional anatomy. In this course, students will explore in-depth study of human anatomy in sagittal, coronal, transverse, and orthogonal sections essential to current techniques in diagnostic imaging. This course content will include the thorax, abdomen, pelvis, upper and lower extremities.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ISC 1301
Total Clock Hours: 30
Tuition: $690.00

Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ISC 1400: DIGITAL IMAGE AND DISPLAY

This course provides a comprehensive overview of digital imaging acquisition, PACS , RIS and the electronic medical. The subjects are formatted in individual outlines and can be sequenced according to level of knowledge desired. The course includes basic principles of digital imaging, digital image acquisition, PACS, RIS and the EMR. The course will include digital imaging quality control and the importance of formulating a QA management program.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $690.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ISC 1500: FUNDAMENTALS OF IMAGING SCIENCES

The course content is designed to provide an overview of the foundations in the imaging sciences and the practitioner's role in the health care delivery system. Principles, practices and policies of the health care organization(s) are examined and discussed in addition to the professional responsibilities of the imaging professional. The course will include development of critical thinking skills as well as the transition from classroom to clinical environment. The course will discuss current legal and ethical situation as it pertains to medical imaging.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $690.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ISC 1600: PATIENT CARE IN IMAGING SCIENCES

The content for this course is designed to provide the basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described, as well as infection control procedures using standard precautions. The role of the imaging professional in patient education is identified. The course provides laboratory instruction in basic patient care procedures as well as beginning practical clinical experience in a radiology department. The following topics will be explored, infection control, isolation procedures, aseptic technique, sterile procedures, vital signs, chest tubes, various lines, patient transfer techniques, patient interactions , history taking and patient safety protocols.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Tuition: $1035.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

ISC 1700: PHARMACOLOGY AND DRUG ADMINISTRATION

Content is designed to provide basic concepts of pharmacology. The theory and practice of basic techniques of vein punctures and administration of diagnostic contrast agents and/or intravenous medications is included. The appropriate delivery of patient care during these procedures is emphasized. The course will include contrast media utilized in the imaging sciences including Ionic, non-ionic, barium sulfate , gadolinium, water soluble, positive, negative and newer agents. The course will discuss possible adverse reactions to contrast agents utilized in the imaging sciences. Discussion regarding adverse reactions to contrast as well patient emergency preparedness will be included.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $690.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

PSY 110: INTRODUCTION TO GENERAL PSYCHOLOGY

This course will describe the basic theories, principles, and concepts of psychology as they relate to behaviors and mental processes. This course will also apply psychological theories, principles, and concepts to everyday life, including industry and organizations. The students will learn to compare and contrast material and information from other cultures.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $690.00

Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

RADS 1001: IMAGE ANALYSIS I

The course content is designed to provide a basis for analyzing radiographic images. Included are the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Actual images will be included for analysis. Topics in this course will include guidelines for image analysis, Introduction to digital radiography image analysis, image analysis of the chest, abdomen, shoulder, and lower extremities.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: $690.00

Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

RADS 1002: IMAGE ANALYSIS II

This course is a continuation of RADS 1001. The course content is designed to provide a basis for analyzing radiographic images. Included are the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Actual images will be included for analysis. Topics in this course will include image analysis of the hip, pelvis, cervical ,thoracic, lumbar vertebrae, sacrum, coccyx, sternum, ribs, cranium, and the digestive system.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: RADS 1001

Total Clock Hours: 30

Tuition: $690.00

Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

RADS 1101: PRINCIPLES OF RADIOGRAPHIC IMAGING I

This course is the first of six Radiographic Principles courses. The course content will include discussion relative to radiation concepts, electricity, electromagnetism, basic radiographic x-ray equipment and the x-ray tube. The course will provide discussion relative to the discovery of x-rays and x-ray properties. The course will include the relationship between current, potential difference and resistance in a circuit known as Ohm's law.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: $690.00

Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

RADS 1102: PRINCIPLES OF RADIOGRAPHIC IMAGING II

This course is the second of six Radiographic Principles courses and a continuation of RADS 1101. The course content will include discussion relative to X-ray production, imaging filtration, mA, mAs, kVp, distance, image quality factors, x-ray interactions with matter and beam restrictions and beam restriction devices. The course will detail the relationship between the prime factors as they relate to image quality.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: RADS 1101

Total Clock Hours: 30

Tuition: $690.00

Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

RADS 1103: PRINCIPLES OF RADIOGRAPHIC IMAGING III

This course is third of six Radiographic Principles courses and a continuation of RADS 1102.The course content will include discussion relative to the principles of photon attenuation, imaging through pathologic processes and radiographic grid devices. The course will provide a discussion relative to radiographic film, film processing, film sensitometry and film screen combinations.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: RADS 1102

Total Clock Hours: 30

Tuition: $690.00

Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0

Lab 0.0
Ext 0.0

TOTAL = 3.0 Qtr Hr

RADS 1104: PRINCIPLES OF RADIOGRAPHIC IMAGING IV

This course is fourth of six Radiographic Principles courses and a continuation of RADS 1103. The course content will include discussion relative to the imaging process inclusive of radiographic acceptable limits and the five phases that make the process viable. The course will include discussion pertinent to density, contrast, detail and distortion with inclusion of their relationships toward obtaining an acceptable diagnostic image.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: RADS 1103
Total Clock Hours: 30
Tuition: $690.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 3.0
Lab 0.0
Ext 0.0

TOTAL = 3.0 Qtr Hr

RADS 1105: PRINCIPLES OF RADIOGRAPHIC IMAGING V

This course is fifth of six Radiographic Principles courses and a continuation of RADS 1104 .The course content will include discussion relative to the imaging process. The course will discuss the art of image critique, quality management, exposure charts and fixed and varied kilovoltage systems. The course will include discussion pertinent to the use of automatic exposure controls (AEC's).

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: RADS 1104
Total Clock Hours: 30
Tuition: $690.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 3.0
Lab 0.0
Ext 0.0

TOTAL = 3.0 Qtr Hr

RADS 1106: PRINCIPLES OF RADIOGRAPHIC IMAGING VI

This course is the sixth of six Radiographic Principles courses and a continuation of RADS 1105 .The course content will include discussion relative to quality management in radiography including a continuation of QC testing and monitoring of radiographic equipment. The course will offer instruction pertinent to fluoroscopy mobile radiography, and conventional tomography will be reviewed.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: RADS 1105
Total Clock Hours: 30
Tuition: $690.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 3.0
Lab 0.0
Ext 0.0

TOTAL = 3.0 Qtr Hr

RADS 1201: RADIOGRAPHIC PROCEDURES I

The RADS 1201 course is the first of six radiographic procedures courses. This course includes an introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structures and equipment, and evaluation of images for proper demonstration of basic anatomy and related pathology. The topics that will be discussed are Radiographic Terminology and Principles, Chest, Abdomen, Upper Extremities and Shoulder Girdle.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $690.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 3.0
Lab 0.0
Ext 0.0

TOTAL = 3.0 Qtr Hr

RADS 1202: RADIOGRAPHIC PROCEDURES II

This course is a continuation of RADS 1201. This course includes radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy and related pathology. The topics that will be discussed are the Lower Extremities, Pelvis and Upper Femora, Lumbar Spine, Sacrum, Coccyx, and SI Joints.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: RADS 1201
Total Clock Hours: 30
Tuition: $690.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 3.0
Lab 0.0
Ext 0.0

TOTAL = 3.0 Qtr Hr

RADS 1203: RADIOGRAPHIC PROCEDURES III

This course is a continuation of RADS 1202. This course includes radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy and related pathology. The topics that will be discussed are Cervical Spine, Thoracic Spine, Bony Thorax, Esophagus, Upper GI, Small Bowel and Lower GI.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: RADS 1202
Total Clock Hours: 30
Tuition: $690.00

Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

RADS 1204: RADIOGRAPHIC PROCEDURES IV

This course is a continuation of RADS 1203. This course includes radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy and related pathology. The topics that will be discussed are Skull, Facial Bones, and Paranasal Sinuses.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: RADS 1203
Total Clock Hours: 30
Tuition: $690.00

Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

RADS 1205: RADIOGRAPHIC PROCEDURES V

This course is a continuation of RADS 1204. This course includes radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy and related pathology. The topics that will be discussed Biliary System, Urinary System Reproductive System, Pediatric Radiography, Bone Age, Orthoroentgenography (Long Bones).

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: RADS 1204
Total Clock Hours: 30
Tuition: $690.00

Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

RADS 1206: RADIOGRAPHIC PROCEDURES VI

This course is a continuation of RADS 1205. This course includes radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy and related pathology. The topics that will be discussed are Arthrography, Myelography, Trauma Radiography, Surgical Radiography and Mobile Radiography.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: RADS 1205
Total Clock Hours: 30
Tuition: $690.00

Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

RADS 1301: RADIOGRAPHIC IMAGING EQUIPMENT I

The content is designed to establish a knowledge base in radiographic, fluoroscopic, mobile and tomographic equipment requirements and design. The content also provides a basic knowledge of quality control.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $690.00

Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

RADS 1302: RADIOGRAPHIC IMAGING EQUIPMENT II

This is a continuation of course RAD 1301. The content is designed to establish a knowledge base in

radiographic, fluoroscopic, mobile and tomographic equipment requirements and design. The content also provides a basic knowledge of quality control.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: RAD 1301
Total Clock Hours: 30
Tuition: $690.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

RADS 1401: RADIATION PROTECTION I

This course is the study of the effects of radiation exposure on biological systems, typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure. The course will include an introduction to radiation protection, radiation types, sources, doses received, interaction of x-radiation with matter and radiation monitoring.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $690.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

RADS 1402: RADIATION PROTECTION II

This course is a continuation of course RADS 1401. This course is the study of the effects of radiation exposure on biological systems, typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure. The course will include an introduction to radiation protection, radiation types, sources, doses received, interaction of x-radiation with matter and radiation monitoring.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: RADS 1401
Total Clock Hours: 30
Tuition: $690.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ISC 1601: IMAGING PATHOLOGY I

This course investigates general pathology and organ system pathology. It includes a brief review of normal structure and function, followed by more in-depth descriptions of specific pathologic processes. This course will include basic characteristics, etiology, pathogenesis, clinical features, and diagnostic tools including medical imaging procedures, prognoses, and therapies for each of the specific pathologies. The contents of this course include an introduction to pathology, specialized imaging techniques, respiratory system, skeletal system, GI system and the urinary system.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $690.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ISC 1602: IMAGING PATHOLOGY II

This course investigates general pathology and organ system pathology. It includes a brief review of normal structure and function, followed by more in-depth descriptions of specific pathologic processes. This course will include basic characteristics, etiology, pathogenesis, clinical features, and diagnostic tools including medical imaging procedures, prognoses, and therapies for each of the specific pathologies. The contents of this course include the cardiovascular, nervous, hematopoietic, endocrine and reproductive systems.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ISC 1601
Total Clock Hours: 30
Tuition: $690.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

RADS 1700: ADVANCED MEDICAL IMAGING

This course offers introductory presentations of special procedures and advanced radiology related imaging modalities. The course will discuss the basic fundamentals for Bone Densitometry, Bone Survey, Angiography Interventional Radiography, CT, MR, US, Mammography, Nuclear Medicine, PET and

Radiation Therapy. This course will include characteristics, advantages, and disadvantages, basic concepts of various specialized equipment, patient preparation and various methods utilized to demonstrate basic anatomy and pathology for advanced radiographic and non-radiographic imaging procedures.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: RADS 1206
Total Clock Hours: 30
Tuition: $690.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

RADS 1801: RADIOBIOLOGY

Content is designed to provide an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: RADS 1206
Total Clock Hours: 30
Tuition: $690.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

RADS 1900: REGISTRY PREPARATION COURSE

This is a capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for the certification examination and lifelong learning.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $690.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

RADS 2100: CLINICAL I

This is the first of five clinical courses; the student is expected to apply knowledge gained during fourth and fifth semesters of the program and begins to demonstrate the skills to become an effective radiographer. The students will be scheduled for approximately 7.5 hours a day, with a 30 minute lunch/break for 5 days a week totaling 210 clinical hours.

Clock hours of Externship: 210
Clock hours of classroom lecture: 0
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: Successful completion of program content to this point.
Total Clock Hours: 210
Tuition: $ 1610.00
The students will be scheduled for approximately 7.5 hours a day, with a 30 minute lunch/break for 5 days a week for 6 weeks.

Lecture	0.0
Lab	0.0
Ext	7.0

TOTAL = 7.0 Qtr Hr

RADS 2200: CLINICAL II

This is the second of five clinical courses; the student is expected to apply knowledge gained during sixth and seventh semesters of the program and begins to demonstrate the skills to become an effective radiographer. The students will be scheduled for approximately 7.5 hours a day, with a 30 minute lunch/break for 5 days a week totaling 210 clinical hours.

Clock hours of Externship: 210
Clock hours of classroom lecture: 0
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: RADS 2100
Total Clock Hours: 210
Tuition: $ 1610.00
The students will be scheduled for approximately 7.5 hours a day, with a 30 minute lunch/break for 5 days a week for 6 weeks.

Lecture	0.0
Lab	0.0
Ext	7.0

TOTAL = 7.0 Qtr Hr

RADS 2300: CLINICAL III

This is the third of five clinical courses; the student is expected to apply knowledge gained during eighth and ninth semesters of the program and begins to demonstrate the skills to become an effective radiographer. The students will be scheduled for approximately 7.5 hours a day, with a 30 minute lunch/break for 5 days a week totaling 210 clinical hours.

Clock hours of Externship: 210
Clock hours of classroom lecture: 0
Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: RADS 2200
Total Clock Hours: 210
Tuition: $ 1610.00
The students will be scheduled for approximately 7.5 hours a day, with a 30 minute lunch/break for 5 days a week for 6 weeks.

Lecture	0.0
Lab	0.0
Ext	7.0

TOTAL = 7.0 Qtr Hr

RADS 2400: CLINICAL IV
This is the fourth of five clinical courses; the student is expected to apply knowledge gained during ninth and tenth semesters of the program and begins to demonstrate the skills to become an effective radiographer. The students will be scheduled for approximately 7.5 hours a day, with a 30 minute lunch/break for 5 days a week totaling 210 clinical hours.
Clock hours of Externship: 210
Clock hours of classroom lecture: 0
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: RADS 2300
Total Clock Hours: 210
Tuition: $ 1610.00
The students will be scheduled for approximately 7.5 hours a day, with a 30 minute lunch/break for 5 days a week for 6 weeks.

Lecture	0.0
Lab	0.0
Ext	7.0

TOTAL = 7.0 Qtr Hr

RADS 2500: CLINICAL V
This is the fifth of five clinical courses; the student is expected to apply knowledge gained during eleventh and twelfth semesters of the program and begins to demonstrate the skills to become an effective radiographer. The students will be scheduled for approximately 7.5 hours a day, with a 30 minute lunch/break for 5 days a week totaling 210 clinical hours.
Clock hours of Externship: 210
Clock hours of classroom lecture: 0
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: RADS 2400
Total Clock Hours: 210
Tuition: $ 1610.00
The students will be scheduled for approximately 7.5 hours a day, with a 30 minute lunch/break for 5 days a week for 6 weeks.

Lecture	0.0
Lab	0.0
Ext	7.0

TOTAL = 7.0 Qtr Hr

Associate of Applied Science in Magnetic Resonance Imaging

MRI technologist is a healthcare professional who uses specialized MRI equipment to create images of structures inside the human body. They must be able to interact with people who range from healthy to critically ill. MRI Technologists will be supervised by board certified radiologists. This course is designed to prepare the student to perform clinical MRI examinations of the human body with special consideration to image production, quality control, signal to noise ratio and basic pulse sequences. Graduates will be able to obtain employment in orthopedic clinics, diagnostic imaging clinics, and hospitals.

Admissions requirements:

- **All potential students must receive a school catalog prior to signing an enrollment agreement**
- **Student must attend entrance orientation**
- **A high school diploma or its equivalency is required for admission into the program**
- **Prospective students must complete a successful interview with an admissions counselor**
- **Prospective students must submit an AAS MRI Admissions Application**
- **Applicants must be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll.)**
- **Applicants must take and pass an institutional HESI entrance exam with a minimum of 70%. Non-Refundable exam fee is $40.00 dlls**
- **Applicants must be a graduate of Southwest University AAS Allied Health Program. (Tuition and Program length for these programs are in addition to the cost for this program; please refer to the institutional catalog for program specific tuition costs).**

Allied Health Program	Allied Heath Program Tuition and Fee Cost	Adjusted Tuition and Fees (Includes transfer credits)	Total Tuition and Fees (including all adjustments)	Total Length of Program
Medical Assistant	$17,874	$31,970	$49,844	36 weeks
Associate in Applied Science in Medical Coding and Billing	$29,204	$30,642	$59,846	60 weeks
Associate in Applied Science in Health Administration	$28,380	$29,780	$58,160	60 weeks

General Criteria: Applicants for specialized admissions must satisfy minimum criteria in order to be eligible for consideration for ranking. The following is required for all students wishing to enroll the program:

- Must be a graduate of an SU AAS Allied Health Program or a SU BS program
- Must have earned a minimum SU cumulative GPA of 3.5, an attendance rate of 90% and no write ups are required.
- The following is required for all outside students wishing to enroll the program: Baccalaureate in Science and Minimum cumulative GPA of 3.0 (Transcript is required for academic review)

Students must complete admissions requirements prior to enrollment in specialized courses. There is a scheduled ranking date for this program. It is ultimately the student's responsibility to submit all required documentation to allow for normal processing.

Total Lab Hours: **80 Hrs**
Total Externship Hours: **1050 Hrs**
Total Lecture Hours: **1210 Hrs**
Total Program Hours: **2340 Hrs**
Total Length of Time: **96 Weeks**
Total Credit Hours: **160 Credit Hrs**

Definition of Academic Year: An academic year will consist of 30 instruction weeks and 36 quarter credit hours.
Full Time Status: Student's enrollment status will be considered full time if student is enrolled in at least 8.0 credit hours in a six week period.
Program Delivery: Blended (Residential and Online, please see marked classes) *The program content is offered through lecture, laboratory, and externship experience. (certain lecture and/or laboratory courses may be delivered online, those courses are identified as blended, below)*

ALG 110 ALGEBRA I

This course is designed to provide understanding of basic properties of real numbers and to use algebraic models to solve verbal problems with linear and quadratic equation, complex numbers, factoring and graphs. Emphasis is placed on manipulation of algebraic equations, problem solving and their correlation to general arithmetic.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $690.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

AAIP 101 ADVANCED ANATOMY FOR IMAGING PROFESSIONALS

This course is designed to establish a knowledge base in the systems of the human body. The course content describes and discusses in specific detail the various functions of biological systems within the human body. The course introduces concepts relating to tissue, cells and organ systems. Anatomy is heavily emphasized, and individual class sessions often concentrate on specific parts of the body. Beginning human physiology covers the mechanisms sustaining human life and addresses each system's specific function, health issues, pathologies, diagnostics and disease prevention.

Clock hours of lab: 20
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 60
Tuition: $1150.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	1.0
Ext	0.0

TOTAL = 5.0 Qtr Hr

AP 145 ANATOMY AND PHYSIOLOGY I

This course provides systemic and functional review of human gross anatomy and systematic anatomy in order for students to obtain the knowledge required in the allied health professions. Students will learn the major gross—anatomical and systematic anatomy structures and functions / interactions of the different (organ) systems as well as the related terminology. The course will also introduce students to basic diagnostic images of gross-anatomical and systematic anatomy structures, as well as basic physiology, common diseases & treatments, and diet and nutrition. Apart from giving students an introduction to the body and its organ systems, this course will primarily focus on the clinical anatomy as it pertains to the upper limbs and lower limbs.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Tuition: $1035.00
Length of time (1hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

AP 147 ANATOMY PHYSIOLOGY II

This course provides a systemic and functional review of human gross anatomy and systematic anatomy in order for students to expand the knowledge acquired in the Anatomy & Physiology I course. Students will learn the major gross—anatomical and systematic anatomy structures and functions / interactions of the different (organ) systems as well as the related terminology. The course will also introduce students to basic diagnostic images of gross-anatomical and systematic anatomy structures, as well as basic physiology, common diseases and treatments. This course will primarily focus on the clinical anatomy as it pertains to the thorax, abdomen, pelvis & perineum.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: AP 145
Total Clock Hours: 50
Tuition: $1035.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

BC 110 BUSINESS COMMUNICATION

This course examines basic interpersonal communication processes with practical applications for the business environment. Issues regarding cross-cultural communications and ethical considerations in business communication are discussed. The course will emphasize planning, organizing and delivering oral presentations in business settings.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $690.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0

Ext 0.0

TOTAL = 3.0 Qtr Hr

BIO 101 BIOLOGY I

This course is designed to provide the students with the foundation and knowledge of biology in brief investigations of all major facets of living organisms including cell structure and function, major kingdoms of organisms, selected topics in human anatomy, physiology, genetics, reproduction, evolution, and biochemistry. In addition, ecological principles and conservation will be stressed throughout the course.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $690.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 3.0
Lab 0.0
Ext 0.0

TOTAL = 3.0 Qtr Hr

ENGL 145 TECHNICAL WRITING

This course will teach students how to communicate clearly and effectively, changing writing style and content for varying audiences and purposes. The course will focus on meeting readers' needs while representing the interests of your employer. The assignments will cover a variety of tasks produced under different circumstances.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: 690.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 3.0
Lab 0.0
Ext 0.0

TOTAL = 3.0 Qtr Hr

HC 115 HEALTH CARE VOCABULARY I

This course provides in-depth medical terminology information including Greek and Latin derivations, prefixes, suffixes, root words, and combining forms. It provides practice in building and defining medical terms, and emphasizes correct spelling and pronunciation of medical words. Interpreting terminology related to body structure, disease, diagnosis, and treatment is emphasized along with medical abbreviations.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Method of Delivery: Blended
Tuition: $1035.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 4.0
Lab 0.5
Ext 0.0

TOTAL = 4.5 Qtr Hr

HC 120 HEALTH CARE VOCABULARY II

This course is a continuation of HC 115 and provides in-depth medical terminology information including Greek and Latin derivations, prefixes, suffixes, root words, and combining forms. It provides practice in building and defining medical terms, and emphasizes correct spelling and pronunciation of medical words. Interpreting terminology related to body structure, disease, diagnosis, and treatment is emphasized along with medical abbreviations.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: HC 115
Total Clock Hours: 50
Tuition: $1035.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 3.0
Lab 0.0
Ext 0.0

TOTAL = 4.5 Qtr Hr

HC 135 HEALTH CARE ETHICS

The student will learn the application of legal principles, policies, regulations, and standards for the control and use of information as it applies to various areas of employment. Students will learn the proper release of information, ethical codes, confidentiality, humanistic healthcare, legal terminology, legal judgments, documents, and litigation terms. In class, the student will apply this knowledge through discussion of ethical dilemmas, conferencing, and analysis of legal situations.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $690.00
Length of time (2 hrs per day, 5 days per wk): 6 wks
Lecture 3.0
Lab 0.0
Ext 0.0

TOTAL = 3.0 Qtr Hr

ISC 101 INTRODUCTION TO COMPUTERS

Participants are introduced to the Microsoft Office program suite, including Excel for spreadsheets and Word for word processing, Content includes creating, saving, retrieving, editing, formatting, enhancing, printing, and merging a variety of documents.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Method of Delivery: Blended

Tuition: $690.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ISC 1100 CLINICAL PRACTICE

Content and clinical practice experiences should be designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radio logic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 50

Tuition: $1035.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

ISC 1301 SECTIONAL ANATOMY I

This course is the study of cross-sectional normal with normal anatomical variants. The course will demonstrate and educate the student on the correlation of the study of cross-sectional anatomy. In this course, students will explore in-depth study of human anatomy in sagittal, coronal, transverse, and orthogonal sections essential to current techniques in diagnostic imaging. This course content will include an introduction to cross sectional anatomy, cranium and facial bones, brain, neck and spine.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: $690.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ISC 1302 SECTIONAL ANATOMY II

This course is a continuation of ISC 1301. This course is the study of cross-sectional normal with normal anatomical variants. The course will demonstrate and educate the student on the correlation of the study of cross-sectional anatomy. In this course, students will explore in-depth study of human anatomy in sagittal, coronal, transverse, and orthogonal sections essential to current techniques in diagnostic imaging. This course content will include the thorax, abdomen, pelvis, upper and lower extremities.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: ISC 1301

Total Clock Hours: 30

Tuition: $690.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ISC 1400 DIGITAL IMAGE AND DISPLAY

This course provides a comprehensive overview of digital imaging acquisition, PACS , RIS and the electronic medical. The subjects are formatted in individual outlines and can be sequenced according to level of knowledge desired. The course includes basic principles of digital imaging, digital image acquisition, PACS, RIS and the EMR. The course will include digital imaging quality control and the importance of formulating a QA management program.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: $690.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ISC 1500 FUNDAMENTALS OF IMAGING SCIENCES

The course content is designed to provide an overview of the foundations in the imaging sciences and the practitioner's role in the health care delivery system.

Principles, practices and policies of the health care organization(s) are examined and discussed in addition to the professional responsibilities of the imaging professional. The course will include development of critical thinking skills as well as the transition from classroom to clinical environment.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: $690.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ISC 1600 PATIENT CARE IN IMAGING SCIENCES

The content for this course is designed to provide the basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described, as well as infection control procedures using standard precautions. The role of the imaging professional in patient education is identified. The course provides laboratory instruction in basic patient care procedures as well as beginning practical clinical experience in a radiology department. The following topics will be explored, infection control, isolation procedures, aseptic technique, sterile procedures, vital signs, chest tubes, various lines, patient transfer techniques, patient interactions , history taking and patient safety protocols.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 50

Tuition: $1035.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

ISC 1601 IMAGING PATHOLOGY I

This course investigates general pathology and organ system pathology. It includes a brief review of normal structure and function, followed by more in-depth descriptions of specific pathologic processes. This course will include basic characteristics, etiology, pathogenesis, clinical features, and diagnostic tools including medical imaging procedures, prognoses, and therapies for each of the specific pathologies. The contents of this course include an introduction to pathology, specialized imaging techniques, respiratory system, skeletal system, GI system and the urinary system.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: $690.00

Length of time in wks (2 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ISC 1602 IMAGING PATHOLOGY II

This course investigates general pathology and organ system pathology. It includes a brief review of normal structure and function, followed by more in-depth descriptions of specific pathologic processes. This course will include basic characteristics, etiology, pathogenesis, clinical features, and diagnostic tools including medical imaging procedures, prognoses, and therapies for each of the specific pathologies. The contents of this course include the cardiovascular, nervous, hematopoietic, endocrine and reproductive systems.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: ISC 1601

Total Clock Hours: 30

Tuition: $690.00

Length of time in wks (2 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ISC 1700 PHARMACOLOGY AND DRUG ADMINISTRATION

Content is designed to provide basic concepts of pharmacology. The theory and practice of basic techniques of vein punctures and administration of diagnostic contrast agents and/or intravenous medications is included. The appropriate delivery of patient care during these procedures is emphasized. The course will include contrast media utilized in the imaging sciences including Ionic, non-ionic, barium sulfate , gadolinium, water soluble, positive, negative and newer agents. The course will discuss possible adverse reactions to contrast agents utilized in the

imaging sciences. Discussion regarding adverse reactions to contrast as well patient emergency preparedness will be included.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $690.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

PSY 110 INTRODUCTION TO GENERAL PSYCHOLOGY

This course will describe the basic theories, principles, and concepts of psychology as they relate to behaviors and mental processes. This course will also apply psychological theories, principles, and concepts to everyday life, including industry and organizations. The students will learn to compare and contrast material and information from other cultures.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $690.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

MR 1101 MRI PHYSICAL PRINCIPLES I

This course provides the student with a comprehensive overview of MR imaging principles. The subjects are formatted in individual outlines and can be sequenced according to the level of knowledge desired. Course topics include the history of MR, atomic structure, the atom, alignment, precession, resonance ,MR signal,FID,relaxation,T1,T2 and pulse timing parameters. The course will discuss the importance of the Larmor equation in MR imaging.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $690.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

MR 1102 MRI PHYSICAL PRINCIPLES II

This course provides continuation and review for students to expand the knowledge acquired following MR 1101. This unit provides the student with a comprehensive overview of MR imaging principles. The subjects are formatted in individual outlines and can be sequenced according to the level of knowledge desired. Course topics include image contrast, contrast mechanisms, relaxation of different tissues,T1 contrast,T2 contrast, proton density, weighting, T2* decay. The course will discuss encoding and image formation as well as MR parameters and trade-offs.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: MR 1101
Total Clock Hours: 30
Tuition: $690.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

MR 1103 MRI PHYSICAL PRINCIPLES III

This course provides continuation and review for students to expand the knowledge acquired following MR 1102. This unit provides the student with a comprehensive overview of MR imaging principles. The subjects are formatted in individual outlines and can be sequenced according to the level of knowledge desired. The course topics include: The mechanisms of flow phenomenon, time of flight, entry slice, intra- voxel dephasing and flow compensation. The course will discuss even echo rephrasing, nulling and spatial pre-saturation. The course will include an in depth analysis of image artifacts and their compensation. **Clock hours of lab: 0**
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: MR 1102
Total Clock Hours: 30
Tuition: $690.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

MR 1104 MRI PHYSICAL PRINCIPLES IV

This course provides continuation and review for students to expand the knowledge acquired following MR 1103. The subjects are formatted in individual outlines and can be sequenced according to the level of knowledge desired. The course topics include MR vascular imaging techniques, MRA, cardiac MR, cardiac gating, peripheral gating,

pseudo gating, multiphase cardiac imaging, Cine and SPAMM.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: MR 1103

Total Clock Hours: 30

Tuition: $690.00

Length of time in wks (2 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

MR 1105 MRI PHISICAL PRINCIPLES V

This course provides continuation and review for students to expand the knowledge acquired following MR 1104. The subjects are formatted in individual outlines and can be sequenced according to the level of knowledge desired. The Course will discuss all MR Safety aspects including the various types of magnetic fields, patient monitoring devices and patient conditions. The course will cover contrast agents in MR as well as the various functional MR imaging techniques.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: MR 1104

Total Clock Hours: 30

Tuition: $690.00

Length of time in wks (2 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

MR 1201 MRI PROCEDURES I

This course introduces the student to the following MRI procedures. The brain, IAC's , sella tursica, orbits, cervical spine, thoracic spine, lumbar spine will be covered . This course will primarily focus on the Imaging Planes, Signal Characteristics, General Considerations.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: $690.00

Length of time in wks (2 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

MR 1202 MRI PROCEDURES II

The continuation of MR 1201, this course continues the introduction to clinical aspects of MRI procedures. The knee joint, hip joint, ankle joint and shoulder joint, elbow joint, wrist join, long bones, female pelvis, male pelvis will be covered. This course will primarily focus on the Imaging Considerations, Imaging Planes and Signal Characteristics.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: MR 1201

Total Clock Hours: 30

Tuition: $690.00

Length of time in wks (2 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

MR 1203 MRI PROCEDURES III

The continuation of MR 1202, this course continues the introduction to clinical aspects of MRI procedures. The course covers procedures the following procedures abdomen, liver, pancreas, MRCP, renal and adrenals, thorax and mediastinum, MRA of the head, carotids, abdominal MRA, and advance MRI procedures). This course will primarily focus on the Imaging Consideration, Imaging Planes and Signal Characteristics.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: MR 1202

Total Clock Hours: 30

Tuition: $690.00

Length of time in wks (2 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

MR 1301 MRI PULSE SEQUENCES

This course is designed to provide the student with a comprehensive overview of MR pulse sequences. The course topics include spin echo, fast spin echo, gradient echo, inversion recovery, echo planar, parallel imaging and spectroscopy. The course will include FLAIR, STIR, IR prep sequences, steady state, coherent, balance gradient and single shot imaging.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: $690.00

Length of time in wks (2 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0

Ext 0.0

TOTAL = 3.0 Qtr Hr

MR 1302 PATIENT MANAGEMENT AND ASSESSMENT IN MRI

The content for this course is designed to provide the concepts of patient care specific to MR, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described, as well as infection control procedures using standard precautions. The role of the imaging professional in patient education is identified. The following topics will be explored, infection control, isolation procedures, aseptic technique, sterile procedures, vital signs, chest tubes, various lines, patient transfer techniques, patient interactions , history taking and patient safety protocols. The course will include implant devices, sedated patients, claustrophobic patients, life threatening situations including quench and projectiles.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: $690.00

Length of time in wks (2 hrs per day, 5 days per wk): 6 wks

Lecture 3.0

Lab 0.0

Ext 0.0

TOTAL = 3.0 Qtr Hr

MR 1400 MRI SCREENING AND SAFETY

In this course, magnetic resonance imaging parameters are introduced. The formation of the MR signal is discussed as well as the essential components of an MR imaging system. Magnetic safety precautions that affect both patient and operator are discussed. This course will primarily focus on the Static Magnetic Field, Radio Frequency (RF) Magnetic Field, Gradient Magnetic Fields.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: $690.00

Length of time in wks (2 hrs per day, 5 days per wk): 6 wks

Lecture 3.0

Lab 0.0

Ext 0.0

TOTAL = 3.0 Qtr Hr

MR 1601 MRI INSTRUMENTATION I

This course provides a comprehensive overview of the instrumentation associated with MR imaging. The subjects are formatted in individual outlines and can be sequenced according to level of knowledge desired. Topics include: magnetism, properties of magnetism, MR system components, MR magnets (permanent, resistive, superconducting, hybrid), radio frequency (RF) systems, gradient systems, shim systems and system shielding. This course will primarily focus on the Magnetism, Magnets, Shim Systems.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: $690.00

Length of time in wks (2 hrs per day, 5 days per wk): 6 wks

Lecture 30

Lab 0.0

Ext 0.0

TOTAL = 3.0 Qtr Hr

MR 1602 MRI INSTRUMENTATION II

This course is a continuation of MR1601, and provides a comprehensive overview of the instrumentation associated with MR imaging. The subjects are formatted in individual outlines and can be sequenced according to level of knowledge desired. Course topics include the gantry, the operator's console, MR computers, and MR system. The course will provide an explanation regarding image processing, display and manipulation.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: MR 1601

Total Clock Hours: 30

Tuition: $690.00

Length of time in wks (2 hrs per day, 5 days per wk): 6 wks

Lecture 3.0

Lab 0.0

Ext 0.0

TOTAL = 3.0 Qtr Hr

MR 1701 MRI PARAMETERS & IMAGING OPTIONS

This course provides the student with knowledge of the parameters and imaging options used to create MR images. In addition, the content introduces quality assurance measures used in maintaining image quality. This course will primarily focus on the MR Imaging Parameters and Sequences Selections, Imaging Options and Quality assurance.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: $690.00
Length of time in wks (2 hrs per day, 5 days per wk): 6 wks
Lecture 3.0
Lab 0.0
Ext 0.0
TOTAL = 3.0 Qtr Hr

MR 1702 MRI QUALITY ASSESSMENT AND ACCREDITATION
This course provides a comprehensive overview of MR quality control associated with MR imaging. The subjects are formatted in individual outlines and can be sequenced according to level of knowledge desired. Course topics include slice thickness, spatial resolution, contrast resolution, SNR, central frequency, transmit gain, geometric accuracy, equipment handling and inspection. The course will provide discussion pertinent to MR ACR accreditation.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $690.00
Length of time in wks (2 hrs per day, 5 days per wk): 6 wks
Lecture 3.0
Lab 0.0
Ext 0.0
TOTAL = 3.0 Qtr Hr

MR 1801 MRI REGISTRY PREPARATION COURSE I
This course provides a systemic and functional review of human gross anatomy and a systematic anatomy in order for the students to expand the knowledge acquired in the following MR 2002. This is a capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for certification examination and lifelong learning. This course will primarily focus on the clinical practice.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: MR 2002
Total Clock Hours: 30
Tuition: $690.00
Length of time in wks (2 hrs per day, 5 days per wk): 6 wks
Lecture 3.0
Lab 0.0
Ext 0.0
TOTAL = 3.0 Qtr Hr

MR 1802 MRI REGISTRY PREPARATION COURSE II
This course provides a systemic and functional review of human gross anatomy and systematic anatomy in order for students to expand the knowledge acquired in the following MR 2003, and is a continuation of MR 1801. This is a capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for certification examination and lifelong learning. This course will primarily focus on the clinical practice.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: MR 1801
Total Clock Hours: 30
Tuition: $690.00
Length of time in wks (2 hrs per day, 5 days per wk): 6 wks
Lecture 3.0
Lab 0.0
Ext 0.0
TOTAL = 3.0 Qtr H

MR 2001 MRI CLINICAL EXPERIENCE I
This is the first of five clinical courses; the student is expected to apply knowledge gained during fourth and fifth semesters of the program and begins to demonstrate the skills to become an effective MRI technologist. The students will be scheduled for approximately 7.5 hours a day, with a 30 minute lunch/break for 5 days a week totaling 210 clinical hours.
Clock hours of Externship: 210
Clock hours of classroom lecture: 0
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: Successful completion of program content to this point.
Total Clock Hours: 210
Tuition: $ 1610.00
Length of time in wks (The students will be scheduled for approximately 7.5 hours a day, with a 30 minute lunch/break for 5 days a week): 6 wks
Lecture 0.0
Lab 0.0
Ext 7.0
TOTAL = 7.0 Qtr Hr

MR 2002 MRI CLINICAL EXPERIENCE II
This is the second of five clinical courses; the student is expected to apply knowledge gained during sixth and seventh semesters of the program and begins to demonstrate the skills to become an effective MRI technologist. The students will be scheduled for approximately 7.5 hours a day, with a 30 minute lunch/break for 5 days a week totaling 210 clinical hours
Clock hours of Externship: 210
Clock hours of classroom lecture: 0
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: MR 2001
Total Clock Hours: 210
Tuition: $ 1610.00
Length of time in wks (The students will be scheduled for approximately 7.5 hours a day, with a 30 minute lunch/break for 5 days a week): 6 wks
Lecture 0.0
Lab 0.0

Ext 7.0

TOTAL = 7.0 Qtr Hr

MR 2003 MRI CLINICAL EXPERIENCE III

This is the third of five clinical courses; the student is expected to apply knowledge gained during eighth and ninth semesters of the program and begins to demonstrate the skills to become an effective MRI technologist. The students will be scheduled for approximately 7.5 hours a day, with a 30 minute lunch/break for 5 days a week totaling 210 clinical hours.

Clock hours of Externship: 210
Clock hours of classroom lecture: 0
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: MR 2002
Total Clock Hours: 210
Tuition: $ 1610.00
Length of time in wks (The students will be scheduled for approximately 7.5 hours a day, with a 30 minute lunch/break for 5 days a week): 6 wks

Lecture 0.0
Lab 0.0
Ext 7.0

TOTAL = 7.0 Qtr Hr

MR 2004 MRI CLINICAL EXPERIENCE IV

This is the fourth of five clinical courses; the student is expected to apply knowledge gained during ninth and tenth semesters of the program and begins to demonstrate the skills to become an effective MRI technologist. The students will be scheduled for approximately 7.5 hours a day, with a 30 minute lunch/break for 5 days a week totaling 210 clinical hours.

TOTAL = 7.0 Qtr Hr

Clock hours of Externship: 210
Clock hours of classroom lecture: 0
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: MR 2003
Total Clock Hours: 210
Tuition: $ 1610.00
Length of time in wks (The students will be scheduled for approximately 7.5 hours a day, with a 30 minute lunch/break for 5 days a week): 6 wks

Lecture 0.0
Lab 0.0
Ext 7.0

MR 2005 MRI CLINICAL EXPERIENCE V

This is the fifth of five clinical courses; the student is expected to apply knowledge gained during eleventh and twelfth semesters of the program and begins to demonstrate the skills to become an effective MRI technologist. The students will be scheduled for approximately 7.5 hours a day, with a 30 minute lunch/break for 5 days a week totaling 210 clinical hours.

Clock hours of Externship: 210
Clock hours of classroom lecture: 0
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: MR 2004
Total Clock Hours: 210
Tuition: $ 1610.00
Length of time in wks (The students will be scheduled for approximately 7.5 hours a day, with a 30 minute lunch/break for 5 days a week): 6 wks

Lecture 0.0
Lab 0.0
Ext 7.0

TOTAL = 7.0 Qtr Hr

Associate of Applied Science in Nursing

The Associate Degree of Nursing Program at Southwest University at El Paso is a 15 term program of study that leads to an Associate of Applied Science Degree upon completion. This program prepares the graduate for the NCLEX-RN examination, which is a requirement for licensure and is administered by the National Council for the State Boards of Nursing (NCSBN). The curriculum at Southwest University at El Paso School of Nursing is designed with a block of content framework. The courses are structured in a manner that delivers the material from simple to complex. Nursing skills are divided into two courses and are taught before clinical or simulation entry. The design of the program focuses on the for roles of a nurse as expressed by the Texas Board of Nursing: Provider of Patient-Centered Care, Member of Health Care Team, Member of the Profession, and Patient Safety Advocate. The major concepts of health promotion, disease prevention, and disease management are incorporated into each course. The nurse utilizes a systematic framework for assessment, planning, and evaluation of nursing care.

Admissions requirements:

1. All potential students must receive a school catalog prior to signing an enrollment agreement
2. Student must attend entrance orientation
3. A high school diploma or its equivalency is required for admission into the program;
4. Prospective student must complete a successful interview with an intake (admissions) counselor.
5. Applicants must be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll.)
6. Successful completion of the nursing entrance exam (HESI). HESI exam score must be above a 75% in order to be considered for admission to the program. Non-Refundable exam fee is $40.00 dlls.
7. Applicants must be a graduate of Southwest University AAS Allied Health Program. (Tuition and Program length for these programs are in addition to the cost for this program; please refer to the institutional catalog for program specific tuition costs).
8. Background check and drug test
9. Proof of citizenship

Prerequisites: Successful completion of the nursing entrance exam (HESI). HESI exam score must be above a 75% in order to be considered for admission to the program.

- The following is required for all SU students wishing to enroll the program: Graduate of a SU AAS Allied Health Program or a SU BS program, minimum SU Cumulative GPA of 3.5, attendance rate of 90% and no write ups are required.
- The following is required for all outside students wishing to enroll the program: Baccalaureate in Science, minimum cumulative GPA of 3.0 (Transcript is required for academic review)
- The following is required for all License Vocational Students: LVN license in good standing.

Program Length: 1880 CH (Clock Hours)
120.5 Quarter Credit Hours

Program Delivery: Blended ***(Residential and Online, please see marked classes)*** The program content is offered through lecture, laboratory, and externship experience. (certain lecture and/or laboratory courses may be delivered online, those courses are identified as blended, below)

Clinical Lab: Students will be required to complete 870 hours of clinical rotations, these rotations will issued by the University.

Definition of Academic Year: An academic year will consist of 30 instruction weeks and 36 quarter credit hours.

Full Time Status: Student's enrollment status will be considered full time if they are enrolled in at least 7.5 credit hours in a six week period.

Total Lab Hours: 190 Hrs
Total Lecture Hours: 820 Hrs
Clinical Hours: 870 Hrs
Total Program Hours: 1880 Hrs
Total Length of Time: 98 Wks
Total Credit Hours: 120.5 credits

ALG 110 ALGEBRA I

This course is designed to provide understanding of basic properties of real numbers and to use algebraic models to solve verbal problems with linear and quadratic equations, complex numbers, factoring and graphs. Emphasis is placed on manipulation of algebraic equations, problem solving and their correlation to general arithmetic.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Method of Delivery: Blended

Tuition: $690.00

Length of time in wks (2.5 hrs per day, 2 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

BIO 103 MICROBIOLOGY

This course covers principles of microbiology and the impact these organisms have on man and on the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Method of Delivery: Blended

Tuition: $690.00

Length of time in wks (2.5 hrs per day, 2 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

BIOL 2401 ADVANCED ANATOMY AND PHYSIOLOGY I

Anatomy and Physiology I is a comprehensive study of the human body, basic for students interested in the allied health professions. Students will learn the physiology of different (organ) systems as well as the related terminology, cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis on interrelationships among systems and regulation of physiological functions.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 30

Method of Delivery: Blended

Tuition: $690.00

Length of time in wks (2.5 hrs per day, 2 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

BIOL 2402 ADVANCED ANATOMY AND PHYSIOLOGY II

Anatomy and Physiology II is a comprehensive study of the human body, terminology, endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics) systems. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: BIOL 2401

Total Clock Hours: 30

Method of Delivery: Blended

Tuition: $690.00

Length of time in wks (2.5 hrs per day, 2 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ENG 110 ENGLISH I

This course includes introduction to literary analysis, investigation/review of topic-selection processes, development of possible thesis statements, outlining as it relates to support for a selected thesis statement, over-all study of the research process, practice and emphasis on critical thinking skills in literary analysis, and experience in writing literary research papers using available resources.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $690.00
Length of time in wks (2.5 hrs per day, 2 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

HC 115 MEDICAL TERMINOLOGY I

This course provides in-depth medical terminology information including Greek and Latin derivations, prefixes, suffixes, root words, and combining forms. It provides practice in building and defining medical terms, and emphasizes correct spelling and pronunciation of medical words. Interpreting terminology related to body structure, disease, diagnosis, and treatment is emphasized along with medical abbreviations.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $690.00
Length of time in wks (2.5 hrs per day, 2 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

HC 245 PATHOPHYSIOLOGY

Human Pathophysiology provides students with an introduction to pathophysiology. The course will focus on the concepts of disease processes, such as infections and tumors. Other major disorders and diseases are covered in this course, which will help students understand and identify distinguishing features between diseases. By completing this course, students will be capable of understanding diseases and disorder principles, and will be able to apply this knowledge.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $690.00
Length of time in wks (2.5 hrs per day, 2 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

PSY 110 INTRODUCTION TO GENERAL PSYCHOLOGY

This course will describe the basic theories, principles, and concepts of psychology as they relate to behaviors and mental processes. This course will also apply psychological theories, principles, and concepts to everyday life, including industry and organizations. The students will learn to compare and contrast material and information from other cultures.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $690.00
Length of time in wks (2.5 hrs per day, 2 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

PSY 121 LIFESPAN GROWTH & DEVELOPMENT

Lifespan Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death. Key developmental theorists and theories are integrated throughout the course as well as developmental milestones across the lifespan. This course includes discussion on current issues such as child obesity, younger menarche, and adults caring for children and parents.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: PSY 110
Total Clock Hours: 50
Method of Delivery: Blended
Tuition: $1035.00
Length of time in wks (2.5 hrs per day, 3 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

RNSG 1105 NURSING SKILLS I

Students are introduced to the values, knowledge, skills and competencies that are the foundation for safe, evidence-based professional holistic nursing care of adults with common medical and surgical needs. In the clinical and lab environment students will use critical thinking, and effective communication skills to deliver safe, evidence-based care. This is the first of two courses designed to teach concepts and principles necessary to perform

beginner and intermediate nursing skills for adult patients and the demonstration of competency in the performance of nursing procedures. In addition to content in knowledge, judgment, skills and professional values within a legal/ethical framework of the professional nurse as a provider of patient-centered care, patient safety advocate, member of the health care team, and member of the profession.

Clock hours of lab: 30

Clock hours of classroom lecture: 0

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: BIOL 2402

Total Clock Hours: 30

Tuition: $600.00

Length of time in wks (2.5 hrs per day, 2 days per wk): 6 wks

Lecture	0.0
Lab	1.5
Ext	0.0

TOTAL = 1.5 Qtr Hr

RNSG 1260 FOUNDATIONS FOR NURSING CLINICAL I

This course is designed to provide clinical experiences related to the didactic provided in Foundations of Nursing Practice. This course provides a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts while providing fundamental nursing care to adult patients. Techniques used in the assessment of the physical, psychological and development dimensions of the individual within an acute care setting are demonstrated. Variations of findings based on influences such as age and culture are identified with emphasis being placed on the therapeutic interventions of safety, hygiene, comfort, health assessment and health promotion.

Clock hours of lab: 0

Clock hours of classroom lecture: 0

Clinical Hours: 90

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: RNSG 2144

Total Clock Hours: 90

Tuition: $1200.00

Length of time in wks (8 hrs per day, 2 days per wk): 6 wks

Lecture	0.0
Lab	0.0
Ext	0.0
Clinical	3.0

TOTAL = 3.0 Qtr Hr

RNSG 1261 COMMON CONCEPTS OF ADULT HEALTH CLINICAL I

The purpose of this course is to prepare students to use the nursing process in providing preventive, restorative, and maintenance/supportive care for adult clients and their families. Nursing care will be provided for specific adult health disorders working from the framework of the nurse as a Member of the Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of the Health Care Team. The hands-on clinical instruction, supervision, evaluation and placement are the responsibility of the faculty.

Clock hours of lab: 0

Clock hours of classroom lecture: 0

Clinical clock hours: 90

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: RNSG 1265

Total Clock Hours: 90

Tuition: $1200.00

Length of time in wks (8 hrs per day, 2 days per wk): 6 wks

Lecture	0.0
Lab	0.0
Ext	0.0
Clinical	3.0

TOTAL = 3.0 Qtr Hr

RNSG 1265 FOUNDATIONS FOR NURSING CLINICAL II

This course is designed to provide clinical experiences related to the didactic provided in Foundations of Nursing Practice II. This course provides a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts while providing fundamental nursing care to adult patients. Techniques used in the assessment of the physical, psychological and development dimensions of the individual within an acute care setting are demonstrated. Variations of findings based on influences such as age and culture are identified with emphasis being placed on the therapeutic interventions of safety, hygiene, comfort, health assessment and health promotion.

Clock hours of lab: 0

Clock hours of classroom lecture: 0

Clinical clock hours: 90

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: RNSG 1260

Total Clock Hours: 90

Tuition: $1200.00

Length of time in wks (8 hrs per day, 2 days per wk): 6 wks

Lecture	0.0
Lab	0.0
Ext	0.0
Clinical	3.0

TOTAL = 3.0 Qtr Hr

RNSG 1266 COMMON CONCEPTS OF ADULT HEALTH CLINICAL II

This course is the clinical component to the didactic course Common Concepts of Adult Health II and is designed to be the companion to the first didactic and clinical course. The purpose of this course is to continue the preparation of students to use the nursing

process in providing preventive, restorative, and maintenance/supportive care for adult clients and their families. Nursing care will be provided for specific adult health disorders working from the framework of the nurse as a Member of the Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of the Health Care Team. The hands-on clinical instruction, supervision, evaluation and placement are the responsibility of the faculty.

Clock hours of lab: 0
Clock hours of classroom lecture: 0
Clinical clock hours: 90
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: RNSG 1261
Total Clock Hours: 90
Tuition: $1200.00
Length of time in wks (8 hrs per day, 2 days per wk): 6 wks

Lecture	0.0
Lab	0.0
Ext	0.0
Clinical	3.0

TOTAL = 3.0 Qtr Hr

RNSG 1301 PHARMACOLOGY

The first three weeks of this course focuses on those components of safe medication calculation and administration. The emphasis is on accuracy of calculation and the critical thinking involved in patient safety. It includes reading, interpreting and solving calculation problems encountered in the preparation of medication. The learner will be exposed to metric, apothecary and avoirdupois systems. Dimensional Analysis for calculating dosages of oral, powdered and parenteral medications, pediatric and adult weigh-based medication and intravenous medications is taught. The last three weeks begins the pharmacology components of a two-part course that focuses on the standards of nursing practice in relation to the safe administration of medications to all age groups. The nursing students exposure to pharmacology principles of drug action will increase as the pharmacokinetics and pharmacodynamics are enhanced to a higher level and supported by the framework of the nursing process. All common drug classifications will be discussed as well as the legal responsibilities of the nurse as they apply to medication administration.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: BIOL 2401
Total Clock Hours: 30
Tuition: $1050.00
Length of time in wks (2.5 hrs per day, 2 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	

TOTAL = 3.0 Qtr Hr

RNSG 1302 PHARMACOLOGY II

This course continues from Pharmacology I and focuses on the standards of nursing practice in relation to the safe administration of medications to all age groups. The nursing students exposure to pharmacology principles of drug action will increase as the pharmacokinetics and pharmacodynamics are enhanced to a higher level and supported by the framework of the nursing process. All common drug classifications will be discussed as well as the legal responsibilities of the nurse as they apply to medication administration.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: RNSG 1301
Total Clock Hours: 30
Tuition: $1050.00
Length of time in wks (2.5 hrs per day, 2 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	

TOTAL = 3.0 Qtr Hr

RNSG 1343 COMPLEX CONCEPTS OF ADULT HEALTH I

Integration of previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as a provider of care, coordinator of care, and member of a profession in the care of adult clients/families in structured health settings with complex medical-surgical health care needs associated with each body system. This course focuses on complex knowledge, judgments, skills, and professional values within a legal/ethical framework. Emphasis is place on health restoration, maintenance and support as well as the continued development of the nurse-client relationship, critical thinking processes, and research-based nursing practice.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: RNSG 2308
Total Clock Hours: 50
Tuition: 1575.00
Length of time in wks (2.5 hrs per day, 3 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

RNSG 1344 COMPLEX CONCEPTS OF ADULT HEALTH II

Complex Concepts of Adult Health II focuses on the development of the professional nurse as a member, provider, coordinator, and team member in the care of adult clients/families in structured health settings with complex medical-surgical health care needs associated with each body system integrating knowledge, judgments, skills, and professional values with

emphasis on development of the nurse-client relationship, critical thinking processes, and research-based nursing practice.
Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: RNSG 1343
Total Clock Hours: 50
Tuition: $1575.00
Length of time in wks (2.5 hrs per day, 3 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

RNSG 1410 HEALTH ASSESSMENT
Health Assessment transforms the nursing student's knowledge of the human anatomy and physiology into the skillful art of performing a comprehensive health assessment utilizing the skills of history taking, inspection, palpation, percussion, and auscultation to determine normal or abnormal findings. This course uses didactic and simulated clinical experiences to teach students systematic data gathering, analysis, and documentation of health assessment data with emphasis on cultural and lifespan considerations. Assignments focus on physical health, functional capacity, growth and development, psychological, socio-cultural, and spiritual health of individuals and families within a legal/ethical framework.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: BIOL 2402
Total Clock Hours: 30
Tuition: $1050.00
Length of time in wks (2.5 hrs per day, 2 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	

TOTAL = 3.0 Qtr Hr

RNSG 1411 HEALTH ASSESSMENT LAB
This course in combination with Health Assessment transforms the student's knowledge of the human anatomy and physiology into the skillful art of performing a comprehensive health assessment utilizing the skills of history taking, inspection, palpation, percussion, and auscultation to determine normal or abnormal findings. Opportunity is given to the students to use effective communication and psychomotor skills to collect data about health history and perform physical examination in a laboratory setting. This course uses didactic and simulated clinical experiences to teach assessment data with emphasis on cultural and lifespan considerations. Assessments focus on physical health, functional capacity, growth and development, psychological, socio-cultural, and spiritual health of individuals and families within a legal/ethical framework.
Clock hours of lab: 30
Clock hours of classroom lecture: 0
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: BIOL 2402
Total Clock Hours: 30
Tuition: $600.00
Length of time in wks (2.5 hrs per day, 2 days per wk): 6 wks

Lecture	0.0
Lab	1.5
Ext	

TOTAL = 1.5 Qtr Hr

RNSG 1413 FOUNDATIONS FOR NURSING PRACTICE I
Foundations of Nursing Practice I is the platform in which nursing courses are built as the structure is supported by the nursing process, interpersonal communication, critical thinking, and safety, in addition to the skills necessary to begin the nursing journey. Nursing skills related to physiologic health practices, mobility, comfort, infection, protection, fatigue, sleep, oxygenation, and elimination are emphasized. Techniques of assessment of the physical, psychological, and developmental dimensions of the individual are explored through a variety of earning strategies. This course facilitates the knowledge required to provide/manage care of individuals and groups utilizing goal attainment to reach an optimum state of health and wellness.
Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: RNSG 2144
Total Clock Hours: 50
Tuition: $1575.00
Length of time in wks (2.5 hrs per day, 3 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

RNSG 1414 FOUNDATIONS FOR NURSING PRACTICE II
Foundations of Nursing Practice II is the continuation from Foundations of Nursing Practice I as it continues to build a structure supported by the nursing process, interpersonal communication, critical thinking, and safety, in addition to the skills necessary to begin the nursing journey. Nursing skills related to physiologic health practices, mobility, comfort, infection, protection, fatigue, sleep, oxygenation, and elimination reemphasized. Techniques of assessment of the physical, psychological, and developmental dimensions of the individual are explored through a variety of earning strategies. This course facilitates the knowledge required to provide/manage care of

individuals and groups utilizing goal attainment to reach an optimum state of health and wellness.
Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: RNSG 1413
Total Clock Hours: 50
Tuition: $1575.00
Length of time in wks (2.5 hrs per day, 3 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

RNSG 1441 COMMON CONCEPTS OF ADULT HEALTH I
This course is designed for basic integration of the role of the professional nurse as a provider of patient-centered care, advocate of patient safety, member of health care team, and member of the profession of nursing. Study will consist of the common concepts of caring for adult patients and families with medical-surgical health care needs related to body systems, emphasizing knowledge, judgment, skills, and professional values within a legal/ethical framework focused on holistic human needs.
Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: RNSG 1414
Total Clock Hours: 50
Tuition: $1575.00
Length of time in wks (2.5 hrs per day, 3 days per wk): 6wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

RNSG 1442 COMMON CONCEPTS OF ADULT HEALTH II
This course continues from Common Concepts of Adult Health I and is designed to complete the course for basic integration of the role of the professional nurse as a provider of patient-centered care, advocate of patient safety, member of health care team, and member of the profession of nursing. Study will consist of the common concepts of caring for adult patients and families with medical-surgical health care needs related to body systems, emphasizing knowledge, judgment, skills, and professional values within a legal/ethical framework focused on holistic human needs.
Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: RNSG 1441
Total Clock Hours: 50
Tuition: $1575.00
Length of time in wks (2.5 hrs per day, 3 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

RNSG 2130 PROFESSIONAL NURSING REVIEW
Professional Nursing Review is a preparatory course designed to review concepts required for the licensure examination and entrance into practice as a professional nurse. Course content includes review of application of National Council Licensure Examination for Registered Nurses (NCLEX-RN) testing plan. NCLEX type questions will be reviewed to assess knowledge deficits and implement remediation. Test taking strategies will be reviewed as well as preparation for the Texas Jurisprudence Exam.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: RNSG 1344
Total Clock Hours: 30
Tuition: $1050.00
Length of time in wks (2.5 hrs per day, 2 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

RNSG 2144 NURSING SKILLS II
This course continues from Nursing Skills I as the student continues to be introduced to the values, knowledge, skills and competencies that are the foundation for safe, evidence-based professional holistic nursing care of adults with common medical and surgical needs. In the clinical and lab environment students will use critical thinking, and effective communication skills to deliver safe, evidence-based care. This is the second in the series of two courses in which the student will be to taught concepts and principles necessary to perform intermediate and advanced nursing skills for adult patients and the demonstration of competency in the performance of nursing procedures. In addition to content in knowledge, judgment, skills and professional values within a legal/ethical framework of the professional nurse as a provider of patient-centered care, patient safety advocate, member of the health care team, and member of the profession.
Clock hours of lab: 30
Clock hours of classroom lecture: 0
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: RNSG 1105
Total Clock Hours: 30

Tuition: $600.00
Length of time in wks (2.5 hrs per day, 2 days per wk): 6wks

Lecture	0.0
Lab	1.5
Ext	0.0

TOTAL = 1.5 Qtr Hr

RNSG 2162 COMPLEX CONCEPTS OF ADULT HEALTH CLINICAL I

Provides a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. The clinical instructor provides direct supervision. Students will use the nursing process in providing preventive, restorative, and maintenance/supportive care for adult patients and their families. Nursing care will be provided for specific adult health disorders working from the framework of the nurse as member of the profession, provider of patient-centered care, patient safety advocate, and member of the health care team. Students will also apply concepts of nursing, environment, person and health throughout the course in the care of adult patients and their families with complex medical-surgical issues.

Clock hours of lab: 0
Clock hours of classroom lecture: 0
Clinical clock hours: 120
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: RNSG 2263
Total Clock Hours: 120
Tuition: $1600.00
Length of time in wks (9 hrs per day, 2 days per wk): 6 wks

Lecture	0.0
Lab	0.0
Ext	0.0
Clinical	4.0

TOTAL = 4.0 Qtr Hr

RNSG 2165 COMPLEX CONCEPTS OF ADULT HEALTH CLINICAL II

The provision of a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts utilizing the nursing process in providing preventive, restorative, and maintenance/supportive care for adult patients and their families in complex medical-surgical issues.

Clock hours of lab: 0
Clock hours of classroom lecture: 0
Clinical clock hours: 120
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: RNSG 2162
Total Clock Hours: 120
Tuition: $1600.00
Length of time in wks (9 hrs per day, 2 days per wk): 6 wks

Lecture	0.0
Lab	0.0
Ext	0.0
Clinical	4.0

TOTAL = 4.0 Qtr Hr

RNSG 2201 CARE OF CHILDREN AND FAMILIES

Study of concepts related to the provision of nursing care for children and their families, emphasizing judgment, and professional values within a legal/ethical framework. Health promotion, protection, restoration, maintenance and support concepts are covered in experiences that include hospital, community settings or simulation. This course focuses on holistic human needs; health care policies and systems are studied as relevant to these populations.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: RNSG 2213
Total Clock Hours: 50
Tuition: $1575.00
Length of time in wks (2.5 hrs per day, 3 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

RNSG 2207 JURISPRUDENCE

Jurisprudence is the science of law. Ethics comprises rules of behavior that are based on morals. Law and ethics affect nursing by defining roles and determining the scope of nursing practice. This course is designed to meet the requirements of nursing jurisprudence outlined in the Texas Nursing Practice Act and the Texas Board of Nursing. Emphasis is on personal and professional responsibilities as related to laws and regulations related to the provision of safe and effective professional nursing care. Topics also included are confidentiality, professional boundaries, peer review, Safe Harbor, ethics and health care legislation. Student self-assessment is encouraged in order to facilitate each student to become accountable and responsible for professional, personal, ethical, and legal growth and development within the practice of nursing.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: RNSG 1343
Total Clock Hours: 30
Tuition: $1050.00
Length of time in wks (2.5 hrs per day, 2 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

RNSG 2213 MENTAL HEALTH NURSING

In this course students are introduced to the care of persons of various age groups with psychiatric mental health disorders and the theoretical foundations of mental health nursing. The course content focuses on evidence-based care of mental health patients for commonly diagnosed mental health disorders. The emphasis of this course is treatment modalities, nursing care, and therapeutic communication. The role of the professional nurse in the provision of safe and effective care within the mental health care environment will be stressed.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: RNSG 1442

Total Clock Hours: 50

Tuition: $1575.00

Length of time in wks (2.5 hrs per day, 3 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

RNSG 2221 PROFESSIONAL NURSING LEADERSHIP AND MANAGEMENT

This course examines managerial and leadership concepts, issues, roles, and functions as applied to the role of the professional nurse in various healthcare settings. Emphasis is placed on the emerging concepts of leadership in the 21st century, characteristics of an integrated leader-manager, communication in a multicultural workplace, the culture of safety, critical thinking, planning, staffing, organizing, directing while incorporating classroom and practice experiences that facilitate the integration of theory into a variety of health care settings.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: RNSG 1343

Total Clock Hours: 30

Tuition: $1050.00

Length of time in wks (2.5 hrs per day, 2 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

RNSG 2260 MENTAL HEALTH NURSING CLINICAL

Provides a learning experience that promotes satisfactory assimilation of fundamental mental health and mental illness concepts in the delivery of the fostering process with patients and their families. This course utilizes theories and concepts related to human behavior and alterations in human behavior using a holistic nursing approach with emphasis on communication skills, self-awareness, and therapeutic use of self in selected settings. This course includes study of role of the professional nurse as a provider of patient-centered care, patient advocate, member of the health care team, and member of the profession for selected adult patients and families with mental health needs. Emphasis is placed on clinical judgment skills and professional values within a legal/ethical framework.

Clock hours of lab: 0

Clock hours of classroom lecture: 0

Clinical clock hours: 90

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: RNSG 1266

Total Clock Hours: 90

Tuition: $1200.00

Length of time in wks (8 hrs per day, 2 days per wk): 6wks

Lecture	0.0
Lab	0.0
Ext	0.0
Clinical	3.0

TOTAL = 3.0 Qtr Hr

RNSG 2262 CARE OF CHILDREN AND FAMILIES CLINICAL

This course provides opportunity for clinical application of holistic care of children and families with emphasis on health promotion, disease management, and injury prevention through therapeutic nursing assessment and intervention across environments in various phases of the health and illness continuum. Working with persons of diverse backgrounds, nursing colleagues, and other members of the interdisciplinary team, students prioritize and provide nursing care in hospital and community-based settings and simulation.

Clock hours of lab: 0

Clock hours of classroom lecture: 0

Clinical clock hours: 90

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: RNSG 2260

Total Clock Hours: 90

Tuition: $1200.00

Length of time in wks (8 hrs per day, 2 days per wk): 6 wks

Lecture	0.0
Lab	0.0
Ext	0.0
Clinical	3.0

TOTAL = 3.0 Qtr Hr

RNSG 2263 MATERNAL/NEWBORN NURSING AND WOMENS HEALTH CLINICAL

This course provides is designed to provide the learner with basic knowledge and skills to function within the three roles of nursing (provider of care, coordinator/manager of care, and member of the

profession) while working with patients, families and/ or groups in the childbearing/childrearing stages of life in a variety of settings. The learning experience for the childbearing family is during ante-partum, intra-partum, and postpartum periods in a variety of settings. Health issues relating to growth and development are explored. The role of the nurse in health promotion and disease prevention for childbearing and childrearing families is emphasized through the use of critical thinking/problem solving, delegation, and nursing process within an interpersonal and collaborative framework in a clinical setting.

Clock hours of lab: 0
Clock hours of classroom lecture: 0
Clinical clock hours: 90
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: RNSG 2260
Total Clock Hours: 90
Tuition: $1200.00
Length of time in wks (8 hrs per day, 2 days per wk): 6 wks

Lecture	0.0
Lab	0.0
Ext	0.0
Clinical	3.0

TOTAL = 3.0 Qtr Hr

RNSG 2308 MATERNAL/ NEWBORN NURSING AND WOMENS HEALTH

The study of the concepts related to the provision of nursing care for childbearing within the four roles of nursing (member of the profession, provider of patientcentered care, patient safety advocate, and member of the health care team). This course includes the application of systematic problem-solving processes and critical thinking skills, including a focus on the childbearing family during preconception, prenatal, antepartum, neonatal, and postpartum periods. Upon completion of this course the student will show competency in knowledge, judgment, skill and professional values within a legal/ethical framework focused on childbearing.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: RNSG 2201
Total Clock Hours: 50
Tuition: $1575.00
Certification Fee: ***Please see page 25***
Length of time in wks (2.5 hrs per day, 3 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL=4.5QtrHr

Bachelor of Science in Nursing (RN to BSN Bridge)

This program is designed to prepare Registered Nurses with an Associate's Degree in Nursing to advance in their nursing Career, and be proficient to participate at different levels of leadership within their nursing practice and as part of the Health Care Team. This is known as a RN to BSN degree. The program emphasis includes Evidence Based Nursing, Critical Thinking, Leadership and Management, Gerontology, and Public Health/Preventive Nursing. The program prepares the Nursing Professional to give a high-quality of care to patients, but also provide a high-quality customer service.

Admissions requirements:

1. All potential students must receive a school catalog prior to signing an enrollment agreement
2. A high school diploma or its equivalency is required for admission into the program;
3. Successful interview with an intake (admissions) counselor; and
4. Successful completion of a nursing registry unencumbered license (Registered Nurse (RN) license will be verified by admissions director for successful completion of the NCLEX-RN)
    a. 55 Semesters hours (82.5 quarter credit hours) of lower division courses and General Education courses must be completed before enrollment in BSN core of courses
    b. Additionally 36 semester hours of registered nursing credits (54 quarter credit hours) must be completed
5. Student must complete a prerequisite orientation to determine if a student will be able to manage education utilizing the online platform. In order to receive credit for attending this orientation (presented on the LMS) a student must complete forms that review the tasks experienced throughout the duration of the program. This will serve as a determinant if the student will be prepared to start with the distance education platform provided.

The program content is offered through distance lecture and laboratory. 99 Quarter credits will be awarded under the Southwest University RN to BSN curriculum.

Prerequisites:

Registered nurse applicants seeking admission to the RN to BSN must have completed the following:

General Education	Semester Credit Hours	Quarter Credit Hours
Professional Communication	2	3
Social Sciences	10	15
Electives	6	9
English	4	6
College Algebra	2	3
Nursing Education	Semester Credit Hours	Quarter Credit Hours
ADN Nursing Credit	60	90

Program Delivery: Full Distance
Definition of Academic Year: An academic year will consist of 30 instruction weeks and 36 quarter credit hours.
Full Time Status: Student's enrollment status will be considered full time if they are enrolled in at least 8.0 credit hours in a six week period.
Transfer Hours:
General Education: 36 Quarter Credit Hours
Nursing: 90 Quarter Credit Hours

Total Lab Hours: 100 Hrs
Total Lecture Hours: 580Hrs
Total Program Hours: 680 Hrs
Total Length of Time: 48 Wks
Total Credit Hours after transfer credit awarded: 63 Qtr credits

Total Credit Hours: 189 Qtr credits

ENGL 2010 WORKPLACE WRITING

Workplace Writing is a course designed to help students enhance their professional writing skills. The course is based on the fundamentals writing of emails, letters, and reports. Students will practice research and writing skills appropriate for topics within the realm of their specific career fields. In addition students will read, analyze, and interpret several materials dealing with the workplace reports.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: ENGL 145

Total Clock Hours: 30

Tuition: $510.00

Length of time in wks (1.5 hrs per day, 2 days per wk): 12 wks

Lecture	3.0
Lab	0.0
Ext	

TOTAL = 3.0 Qtr Hr

ENGL 2033 WRITING AND LITERATURE

English 2033 will expand and strengthen students' ability to read, reflect on, discuss, and write about literary texts. Students will be encouraged to assume an active and role in the literary community by becoming familiar with the conventions, terminology, and expectations in the study of literature. Students will also learn how to clearly analyze and effectively communicate ideas and intuitions/feelings about the literature they read for the course. They will begin to take part in the significant discussions and debates taking place within the academic world and in the wider culture concerning the nature and function of literature.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: ENGL 2010

Total Clock Hours: 30

Tuition: $510.00

Length of time in wks (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	

TOTAL = 3.0 Qtr Hr

NURS 1010 EVIDENCE BASED NURSING PRACTICE

This course addresses the role of research in professional nursing practices. This will include the principles and elements of the research process, evaluation of information sources, principles and models of the evidence based practices. An emphasis will be applied to the research process and the use of critical thinking in evaluating scientific evidence for use and practical application to clinical questions and operations.

Clock hours of lab: 0

Clock hours of classroom lecture: 50

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 50

Tuition: $1000.00

Length of time in wks (2 hrs per day, 5 days per wk): 6 wks

Lecture	5.0
Lab	0.0
Ext	

TOTAL = 5.0 Qtr Hr

NURS 1033 NURSING LEADERSHIP AND MANAGEMENT

This course will allow the student to apply the theories of effective leadership and management in different healthcare settings. Students will understand the principles and foundations to examine managerial and leadership concepts, issues, roles, and develop a culture of life-long learning. The course will integrate leadership systems and actions, practice critical thinking and analytic methodologies in leadership, and optimize patient care through the functions of the Nursing Professional.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 50

Tuition: $1000.00

Length of time in wks (2 hrs per day, 2 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	

TOTAL = 4.5 Qtr Hr

NURS 2010 CONTEMPORARY PROFESSIONAL NURSING

This course is an overview of the theory and application of professional nursing. The course incorporates concepts of customer service and patient interaction that focus on providing a high-quality of patient care. The student will focus on the use of evidence to improve outcomes and technology for the utilization of medical information management systems to improve care. The course will also focus on leadership characteristics in the coordination of safe

high-quality nursing care and the interaction with other healthcare professionals.
Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Tuition: $1000.00
Length of time in wks (2 hrs per day, 2 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	

TOTAL = 4.5 Qtr Hr

NURS 2033 POPULATION HEALTH/COMMUNITY NURSING
Population Health/Community Nursing is designed to provide the theory and understanding of local health and disease. This course provides population-focused nursing and community-oriented approaches to understanding and addressing public health concerns, with special focus on population health assessment.
Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Tuition: $1000.00
Length of time in wks (2 hrs per day, 2 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	

TOTAL = 4.5 Qtr Hr

NURS 3010 OSHA HEALTHCARE LEGAL AND ETHICAL ISSUES
The student is presented with an overview of legal and ethical issues facing managers and providers in health care settings and builds a foundation of health law and ethics. Ethical theories and principles are studied and presented in relation to professional practice. Additionally, the ethical theories and principles will be integrated into the decision making process. Implications of the changing environment and the future of issues that relate the professional nursing practice are studied and discussed.
Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Tuition: $1000.00
Length of time in wks (2 hrs per day, 2 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	

TOTAL = 4.5 Qtr Hr

NURS 3033 NURSING INFORMATION SYSTEMS AND QUALITY MANAGEMENT
As the introductory portion of a two part course, the student is presented with an overview computer information system within the healthcare evolution to electronic medical systems. The student will become acquainted with this technology, and utilize it in the process of patient analysis and decision making. The course will introduce how to use mobile information devices, and apply these technologies to patient care.
Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Tuition: $1000.00
Length of time in wks (2 hrs per day, 2 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	

TOTAL = 4.5 Qtr Hr

NURS 4010 POPULATION BASED CARE
As the foundation of a two part course, the student is presented with an introduction to the theory of transcultural nursing. This course is designed to assist the nursing professional in learning about culture, belief systems, values, and practices that are specific to identified cultures. This will provide a better understanding and provide nursing care that is both culturally competent and culturally sensitive in nature.
Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Tuition: $1000.00
Length of time in wks (2 hrs per day, 2 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	

TOTAL = 4.5 Qtr Hr

NURS 4033 RISK ANALYSIS AND IMPLICATIONS FOR PRACTICE I
This course introduces systems analysis as a tool for the evaluation of patient safety and risks reduction. Presented in detail are the history and trends of patient safety and quality of care, followed by a study of current quality control and safety paradigms in professional nursing, and the role of the professional nurse in regards to risk analysis.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Tuition: $1000.00
Length of time in wks (2 hrs per day, 2 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	

TOTAL = 4.5 Qtr Hr

NURS 4045 RISK ANALYSIS AND IMPLICATIONS FOR PRACTICE II

This course provides and focuses on advanced on systems analysis as a tool for the evaluation of patient safety and risks reduction. The primary focus of this class is to transition from the theoretical aspect of Risk Analysis and implements it into the daily professional practice of the role of a nurse. The student is exposed to pedagogic techniques as well as interprofessional communication and management of change in an organization.
Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: NURS 4033
Total Clock Hours: 50
Tuition: $1000.00
Length of time in wks (2 hrs per day, 2 days per wk): 12 wks

Lecture	4.0
Lab	0.5
Ext	

TOTAL = 4.5 Qtr Hrs

NURS 5010 GERIATRIC ASSESSMENT

This course explores current theories and practices in gerontological nursing. This course focuses on the principles of Gerontology, nursing issues in Gerontology, challenges of Aging and Nursing care. Finally, a special focus is given on cultural diversity, nutrition, pharmacology, psychological and cognitive functions in the Geriatric Patient
Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Tuition: $1000.00
Length of time in wks (2 hrs per day, 2 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	

TOTAL = 4.5 Qtr Hr

HIS 2010 HISTORY OF THE UNITED STATES TO 1865

This course is designed to educate the student with the social, intellectual, economic, and political developments that have molded the history of America from Pre- Colonial period to the end of the Civil War. This course will emphasize the cause and effect of developments and their influence on the modern America.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $510.00
Length of time in wks (1.5 hrs per day, 2 days per wk): 12wks

Lecture	3.0
Lab	0.0
Ext	

TOTAL = 3.0 Qtr Hr

HIS 2021 HISTORY OF THE UNITED STATES FROM 1865 TO PRESENT

This course is designed to educate the student with the social, intellectual, economic, and political developments that have molded the history of America from the end of the Civil War to the end of the Gulf War. This course will emphasize the cause and effect of developments and their influence on the modern America.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: HIS 2010
Total Clock Hours: 30
Tuition: $510.00
Length of time in wks (1.5 hrs per day, 2 days per wk): 12 wks

Lecture	3.0
Lab	0.0
Ext	

TOTAL = 3.0 Qtr Hr

POLS 2010 INTRODUCTION TO POLITICS

This course is designed as an overview of concepts, principles, and practices of politics as background for the study of American politics and their respective national, state, and local institutions. The course will also compare American politics with international systems to show the similarities or differences in our political systems.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $510.00

Length of time in wks (1.5 hrs per day, 2 days per wk): 12 wks

Lecture	3.0
Lab	0.0
Ext	

TOTAL = 3.0 Qtr Hr

POLS 2021 AMERICAN GOVERNMENT AND POLITICS

This course is designed as an overview the structure of American national government. The course will introduce ideas and institutions that shape politics in the United States. The course will focus on the Constitution, the modern American governmental institutions, and the political behavior of the American public.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: POLS 2010
Total Clock Hours: 30
Tuition: $510.00

Length of time in wks (1.5 hrs per day, 2 days per wk): 12 wks

Lecture	3.0
Lab	0.0
Ext	

TOTAL = 3.0 Qtr Hr

Bachelor of Science in Radiology Management

The Radiology Management program is designed to help the Imaging professional prepare for the many types of leadership positions available in the Radiologic Sciences. The degree program will provide essential information relative to the most current trends and effective management practices in Radiology. The program core content focuses on the Association for Medical Imaging Management's (AHRA) professional development resources along with current medical procedures. These procedures include courses that apply the electronic medical record conversion with PACS systems and Joint Commission practices.

Admissions requirements:

1. A high school diploma or its equivalency is required for admission into the program;
2. Successful interview with an intake (admissions) counselor; and
3. Successful completion of a ARRT Imaging registry unencumbered license (Registered Technologist, RT(R), (CT), (MR), (US), (NM), (CIT)(RTT)(CVT)) license will be verified by admissions director for successful completion of the ARRT Registry) or successful completion of an ARRT, ARMRIT, ARDMS recognized program (must be approved by department director).
    a. 30 Semester hours (45 quarter credit hours) of lower division courses must be completed before enrollment in BSRM core of courses, the required 30 credit hours (45 quarter credit hours) are as follows:
        i. 13 semester hours of general education credit hours (19.5 quarter credit hours) must be completed; and
        ii. 17 semester hours of prerequisites general education credit hours (25.5 Quarter Credit Hours) must be completed
    b. 40 Semester hours (60 quarter credit hours) of radiology courses must be completed before enrollment in the BSRM program. Modalities may vary
4. Background check and drug test
5. Updated immunization records (a listing of immunizations can be located in the admissions office)
6. Student must complete a prerequisite orientation to determine if a student will be able to manage education utilizing the online platform. In order to receive credit for attending this orientation (presented on the LMS) a student must complete assignments such as writing a brief bio, answering a thread question, respond to other new enrollees and other tasks experienced throughout the duration of the program. This will serve as a simulation of the courses offered and a determinant if the student will be prepared to start with the distance education platform provided.

The program content is offered through online lecture. 78 Quarter credits will be awarded under the Southwest University BSRM curriculum.

Prerequisites:
Registered applicants seeking admission to the BSRM must have completed the following:

General Education		
Prerequisites Gen Ed Courses	Semester Credit Hours	Quarter Credit Hours
Anatomy and Physiology	8	12
General Pathology	3	4.5
Biology	4	6
Introduction to Psychology	2	3
General Education	Semester Credit Hours	Quarter Credit Hours
Introduction to Computers	2	3
Professional Communication	2	3
Additional Social Sciences	3	4.5
Electives	2	3
English	2	3
College Algebra	2	3
Area of Concentration		
Radiology Courses	Semester Credit Hours	Quarter Credit Hours
May vary based on modality	40	60

Program Delivery: Online

Definition of Academic Year: An academic year will consist of 30 instruction weeks and 36 quarter credit hours.

Full Time Status: Student's enrollment status will be considered full time if they are enrolled in at least 7.5 cred it hours in a six- week period.

Transfer Hours:

General Education: 13 semester hrs (19.5 Quarter Credit Hours)
General Education Prerequisites/Lower Division: 17 semester hrs (25.5 Quarter Credit Hours)
Radiology Advanced StandingCredit (ARRT Completion): 40 semester hrs (60 Quarter Credit Hours)

Total Lab Hours: 40 Hrs
Total Lecture Hours: 760 Hrs
Total Externship Hours: 0 Hrs
Total Program Hours: 800 Hrs
Total Length of Time: 54 Wks
Total Credit Hours Offered: 78 Qtr credits

Total Credit Hours after transfer credit awarded: 183 Qtr credits

***Please note that the program requires additional 2:1 outside preparation hours for any lecture hour indicated and 1:1 outside preparation hours are required for any lab hour indicated**

ACCT 115 INTRODUCTION TO ACCOUNTING (Online Only)

This course provides an introduction to accounting principles relating to business operations. The course will concentrate on generally accepted accounting principles, the accounting process, and the definition of accounting elements. The course covers a broad range of topics that will introduce students to the functions of accounting.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: Intermediate Algebra or Equivalent
Total Clock Hours: 30
Tuition: $690.00
Length of time in wks (Online): 6 wks

Lecture	3.0
Lab	0.0
Ext	

TOTAL = 3.0 Qtr Hr

ACCT 125 INTERMEDIATE ACCOUNTING (Online Only)

This course will concentrate on payroll accounting and accounting for merchandising businesses. Students will learn to calculate employee earnings and deductions, and employer taxes and reports. The student will also learn to work with journal entries and will learn to analyze financial statements.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ACCT 115
Total Clock Hours: 30
Tuition: $690.00
Length of time in wks (Online): 6 wks

Lecture	3.0
Lab	*0.0*
Ext	

TOTAL = 3.0 Qtr Hr

ACCT 2015 FINANCIAL ACCOUNTING (Online Only)

This course is an in-depth analysis of the Financial Statements, where the student will master the

preparation of the Income Statement, Statement of Retained Earnings, and Balance Sheet. Based on the information provided by the Financial Statements students will learn and understand how external users make business decisions.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ACCT 125
Total Clock Hours: 30
Tuition: $690.00
Length of time in wks (Online): 12 wks

Lecture	3.0
Lab	0.0
Ext	

TOTAL = 3.0 Qtr Hr

ENGL 2010 WORKPLACE WRITING

Workplace Writing is a course designed to help students enhance their professional writing skills. The course is based on the fundamentals writing of emails, letters, and reports. Students will practice research and writing skills appropriate for topics within the realm of their specific career fields. In addition students will read, analyze, and interpret several materials dealing with the workplace reports.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $690.00
Length of time in wks (Online): 6 wks

Lecture	3.0
Lab	0.0
Ext	

TOTAL = 3.0 Qtr Hr

ENGL 2033 WRITING AND LITERATURE

English 2033 will expand and strengthen students' ability to read, reflect on, discuss, and write about literary texts. Students will be encouraged to assume an active and role in the literary community by becoming familiar with the conventions, terminology, and expectations in the study of literature. Students will also learn how to clearly analyze and effectively communicate ideas and intuitions/feelings about the literature they read for the course. They will begin to take part in the significant discussions and debates taking place within the academic world and in the wider culture concerning the nature and function of literature.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ENGL 2010
Total Clock Hours: 30
Tuition: $690.00
Length of time in wks (Online): 6 wks

Lecture	3.0
Lab	0.0
Ext	

TOTAL = 3.0 Qtr Hr

HC 2650 MEDICAL INSURANCE FORMS (Online Only)

This course covers a wide range of medical insurance topics, including types of health insurance, types of coverage, claims processing, abstracting from medical records, and current issues in medical insurance.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: Anatomy and Physiology
Total Clock Hours: 30

Tuition: $690.00
Length of time in wks (Online) 6 wks
Lecture 5.0
Lab 0.0
Ext
TOTAL = 3.0 Qtr Hr

HC 3650 INSURANCE POLICIES AND PROCEDURES (Online Only)
This course will be an intermediate understanding of the current insurance systems. The depths, rules, principles, guidelines of all governmental insurance will be identified at the local and federal levels. The course will also include current guidelines and understandings of issues involving various types of commercial healthcare insurances.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: HC 2650
Total Clock Hours: 30
Tuition: $690.00
Length of time in wks (Online): 6 wks
Lecture 3.0
Lab 0.0
Ext
TOTAL = 3.0 Qtr Hr

HCA 1035 MEDICAL INFORMATICS (Online Only)
This course is an introduction to information technology (IT) as it is applied to healthcare and related support systems. The course will examine how information is obtained, converted, and stored in electronic form which is used in various areas in the medical field as a result of the recent implementations of Electronic Medical Records (EMR).
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: HC 3650
Total Clock Hours: 30
Tuition: $690.00
Length of time in wks (Online): 6 wks
Lecture 3.0
Lab 0.0
Ext
TOTAL = 3.0 Qtr Hr

HCA 3035 JOINT COMMISSION COMPLIANCE
This course describes the latest information needed for hospital accreditation under the Joint Commission standards. The course is designed for the student to understand the accreditation requirements utilizing the correct policies and procedures with the appropriate documentation.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $690.00
Length of time in wks (Online): 6 wks
Lecture 3.0
Lab 0.0
Ext
TOTAL = 3.0 Qtr Hr

ISC 100 HUMAN VALUES, ETHICS, AND LAW IN HEALTHCARE
This course is designed to provide students with the opportunity to explore their personal values system within the context of practice as a health professional. This course will provide an introduction to the elementary concepts of medical law for first line-supervisors and health care practitioners. The course will discuss the effects that HIPAA regulation may have on the imaging industry including information management. This course will provide explanation relative for providing safeguards for maintaining the integrity of all confidential patient medical records.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $690.00
Length of time in wks (Online): 6 wks
Lecture 3.0
Lab 0.0
Ext
TOTAL = 3.0 Qtr Hr

ISRM 1010 COMMUNICATION AND INFORMATION MANAGEMENT IN RADIOLOGY I
As the Imaging industry evolves, it will become necessary that imaging administrators grow with the changes around them. This course will discuss and formulate a basic strategic plan relative to baseline analysis, identifying goals, quality improvement, resource identification, plan and strategy development, definition of success and communication of results. This course will discuss the importance of performing baseline assessments for the formation of trend analysis.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $690.00
Length of time in wks (Online): 6 wks
Lecture 3.0
Lab 0.0

Ext

TOTAL = 3.0 Qtr Hr

ISRM 1021 COMMUNICATION AND INFORMATION MANAGEMENT IN RADIOLOGY II

This course will discuss the importance of being able to communicate effectively manage data in any format including electronic communications. The course will include the importance of performing a baseline analysis for image management by managing the flow of digital data. The course will discuss the value driven approach to developing a project plan for implementation of IT products.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ISRM 1010
Total Clock Hours: 30
Tuition: $690.00
Length of time in wks (Online): 6 wks
Lecture 3.0
Lab 0.0
Ext

TOTAL = 3.0 Qtr Hr

ISRM 2010 OPERATIONS MANAGEMENT I

This course will review baseline steps in developing organizational scope of service to include building alliances. The course will discuss the development of imaging protocols, policies and procedures. The course will discuss development of imaging marketing plans as well as methods of evaluation and application of data.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $690.00
Length of time in wks (Online): 6 wks
Lecture 3.0
Lab 0.0
Ext

TOTAL = 3.0 Qtr Hr

ISRM 2021 OPERATIONS MANAGEMENT II

This course will discuss customer service and satisfaction relative to targeting patient needs. The course will include development of customer service standards of care. The course will include discussion regarding both quantitative and qualitative satisfaction measurement tools. The course will provide methods for analyzing and applying data to improve imaging customer service.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ISRM 2010
Total Clock Hours: 30
Tuition: $690.00
Length of time in wks (Online): 6 wks
Lecture 3.0
Lab 0.0
Ext

TOTAL = 3.0 Qtr Hr

ISRM 3010 HUMAN RESOURCE MANAGEMENT I

This course will discuss human resource planning by reviewing the impact of legal precedent on human resource practice. This course will explain the challenges of creating a workforce plan. The course will include discussion pertinent to human resource employment recruitment.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ISRM 1021
Total Clock Hours: 30.

Tuition: $690.00
Length of time in wks (Online): 6 wks
Lecture 3.0
Lab 0.0
Ext

TOTAL = 3.0 Qtr Hr

ISRM 3021 HUMAN RESOURCE MANAGEMENT II

This course will discuss Human Resource training and development. The course will discuss Human Resource retention by building solid employee relationships. The course will include developing communication skills that improve morale and motivation.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ISRM 3010
Total Clock Hours: 30
Tuition: $690.00
Length of time in wks (Online): 6 wks
Lecture 3.0
Lab 0.0
Ext

TOTAL = 3.0 Qtr Hr

ISRM 4010 FINANCIAL MANAGEMENT IN RADIOLOGY I

Radiology administrators are taking on new responsibilities that may vary from measuring productivity to budgeting. Due to these circumstances

this course was designed to educate the student with the fundamentals of finance in the healthcare market with a specialization in the radiological field. The course will provide the fundamentals and principles of practical applications from financial problems and apply them to the challenges of the healthcare budgets.
Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ACCT 2015
Total Clock Hours: 50
Tuition: $1035.00
Length of time in wks (Online): 6 wks

Lecture	4.0
Lab	0.5
Ext	

TOTAL = 4.5 Qtr Hr

ISRM 4021 FINANCIAL MANAGEMENT IN RADIOLOGY II
This course is designed as a continuation of the education of the fundamentals of finance in radiological settings. The course will provide a special emphasis on financial management and financial markets found in radiology departments. The material covered is set to utilize the fundamentals obtained in ISRM 4010 and apply that information in the planning and development of radiology management.
Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ISRM 4010
Total Clock Hours: 40
Tuition: $1035.00
Length of time in wks (Online): 6 wks

Lecture	4.0
Lab	0.5
Ext	

TOTAL = 4.5 Qtr Hr

ISRM 5010 ASSET MANAGEMENT IN RADIOLOGY I
This course is designed as building blocks of managing businesses assets. Information presented in this course will cover the topics involving the asset management in the development of the business plan of a radiology department or facility. The course will review the various differences needed per modality and the knowledge needed for equipment evaluation.
Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ISRM 4010
Total Clock Hours: 50
Tuition: $1035.00
Length of time in wks (Online): 6 wks

Lecture	4.0
Lab	0.5
Ext	

TOTAL = 4.5 Qtr Hr

ISRM 5021 ASSET MANAGEMENT IN RADIOLOGY II
This course will cover the information needed for advanced asset organization and management. The information provided in this course will serve as the finalization process in the strategic planning of a project implementation. As an advanced course in a management realm special topics will include project coordination, vendor selection, and the application of all of the material covered throughout the program.
Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ISRM 5010
Total Clock Hours: 50
Tuition: $1035.00
Length of time in wks (Online): 6 wks

Lecture	4.0
Lab	0.5
Ext	

TOTAL = 4.5 Qtr Hr

HIS 2010 HISTORY OF THE UNITED STATES TO 1865
This course is designed to educate the student with the social, intellectual, economic, and political developments that have molded the history of America from Pre- Colonial period to the end of the Civil War. This course will emphasize the cause and effect of developments and their influence on the modern America.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $690.00
Length of time in wks (Online): 6 wks

Lecture	3.0
Lab	0.0
Ext	

TOTAL = 3.0 Qtr Hr

HIS 2021 HISTORY OF THE UNITED STATES FROM 1865 TO PRESENT
This course is designed to educate the student with the social, intellectual, economic, and political developments that have molded the history of America from the end of the Civil War to the end of the Gulf War. This course will emphasize the cause and effect of developments and their influence on the modern America.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: HIS 2010
Total Clock Hours: 30
Tuition: $690.00
Length of time in wks (Online): 6 wks

Lecture 3.0
Lab 0.0
Ext

TOTAL = 3.0 Qtr Hr

POLS 2010 INTRODUCTION TO POLITICS

This course is designed as an overview of concepts, principles, and practices of politics as background for the study of American politics and their respective national, state, and local institutions. The course will also compare American politics with international systems to show the similarities or differences in our political systems.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 30

Tuition: $690.00

Length of time in wks (Online): 6 wks

Lecture 3.0
Lab 0.0
Ext

TOTAL = 3.0 Qtr Hr

POLS 2021 AMERICAN GOVERNMENT AND POLITICS

This course is designed as an overview the structure of American national government. The course will introduce ideas and institutions that shape politics in the United States. The course will focus on the Constitution, the modern American governmental institutions, and the political behavior of the American public.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: POLS 2010

Total Clock Hours: 30

Tuition: $690.00

Length of time in wks (Online): 6 wks

Lecture 3.0
Lab 0.0
Ext

TOTAL = 3.0 Qtr Hr

Associate of Applied Science in Ophthalmology Technician

The Ophthalmology Technician Program has been designed to prepare a student to assist ophthalmologists in detecting, diagnosing, and treating ailments, and diseases of the eye. The students will study in detail the structure and development of the human eye, the functions of internal and external parts of the eye; like the pupil, iris, retina, cornea, crystalline lens, vitreous membrane and optic nerve. Students will study the etiology, as well as the signs and symptoms of ophthalmic pathology. Students will recognize the properties of light and geometric optics, including refraction, reflection and comprehending the principles of vision. Students are expected to gain proficiency in the duties for technicians which include: assisting ophthalmologists through a patient's medical history and performing basic diagnostic tests to assess the patient's vision, measurement of sight, observing eye movement with specialized instruments to determine the existence of any complications. Upon completion, students should also be able to: test and measure vision functionality, acuity, color perception, examine the cornea, apply drops, and any other common duties required in the field.

Admissions Requirements:

1. A high school diploma or its equivalency is required for admission into the program;
2. Successful interview with an admissions representative is required prior to admissions.

Total Lecture Hours:	**600 Hours**
Total Lab Hours:	**350 Hours**
Total Externship Hours:	**960 Hours**
Total Program Hours:	**1910 Hours**
Total Length of Time:	**72 Weeks**
Total Credit Hours:	**109 Credit Hours**

Definition of Academic Year: An academic year will consist of 30 instruction weeks and 36 quarter credit hours.

Full Time Status: Student's enrollment status will be considered full time if the student is enrolled in at least 7.5 credit hours in a six week period.

Program Delivery: Blended ***(Residential and Online, please see marked classes)*** The program content is offered through lecture, laboratory, and externship experience. (certain lecture and/or laboratory courses may be delivered online, those courses are identified as blended, below)

Outside Preparation Policy
SU policy states that all instructors within the certificate programs must assign a minimum amount of outside preparation hours in the form of homework, research, and group projects. The minimum amount of outside preparation is noted in each course syllabi. Instructors are encouraged to assign additional outside preparation activities / project hours as they see necessary

AAO 101 ADVANCE ANATOMY FOR OPHTHALMOLOGY TECHNICIAN

This course is designed to strengthen the student's knowledge on the ophthalmology system. The course content describes specific details of the various functions of the eye and its different components. In this course there will be discussion regarding the eye as it relates to cells, tissues, organs, and organ system. Anatomy is heavily emphasized, and specific parts of the eye will be detailed. Discussion regarding eye physiology will cover the mechanisms sustaining visual acuity and eye movement. Health issues, pathologies, diagnostics and disease prevention will also be discussed in class.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: AP 101, AP 102
Total Clock Hours: 30
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 3.0
Lab 0.0
Ext 0.0

TOTAL = 3.0 Qtr Hrs

AP 102 ANATOMY & PHYSIOLOGY II

This course provides a systemic and functional review of human gross anatomy and systematic anatomy in order for students to expand the knowledge acquired in the Anatomy & Physiology I course. Students will learn the major gross—anatomical and systematic anatomy structures and physiology, functions/ interactions of the different (organ) systems, as well as the related terminology. The course will also introduce students to basic diagnostic images of gross-anatomical and systematic anatomy structures, as well as basic physiology, common diseases and treatments. This course will primarily focus on the clinical anatomy as it pertains to the Special Senses, Endocrine, Cardiovascular, Lymphatic, Respiratory, Digestive Reproductive and Urinary Systems.

Clock hours of lab: 10
Clock hours of classroom lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: Anatomy & Physiology I (AP 101)
Total Clock Hours: 30
Tuition: $660.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 2.0
Lab 0.5
Ext 0.0

TOTAL = 2.5 Qtr Hrs

AP 101 ANATOMY & PHYSIOLOGY I

This course provides systemic and functional review of human gross anatomy and systematic anatomy in order for students to obtain the knowledge required in the allied health professions. Students will learn the physiology of different (organ) systems as well as the related terminology. The course will cover the following subject areas: Organization of the Body Cells, Tissues/ Organ Systems, Integumentary, Musculoskeletal and Nervous Systems.

Clock hours of lab: 10
Clock hours of classroom lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $660.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 2.0
Lab 0.5
Ext 0.0

TOTAL = 2.5 Qtr Hrs

BC 110 BUSINESS COMMUNICATION

This course examines basic interpersonal communication processes with practical applications for the business environment. Issues regarding cross-cultural communications and ethical considerations in business communication are discussed. The course will emphasize planning, organizing and delivering oral presentations in business settings.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 3.0
Lab 0.0
Ext 0.0

TOTAL = 3.0 Qtr Hrs

BM 101 BUSINESS MATH FOR SOCIAL SCIENCES

This course is designed for students to learn mathematical concepts and methods used in management, social science, and business. Additionally, students will also understand the connections of mathematics to other disciplines within the business realm.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Method of Delivery: Blended
Tuition: $1166.00
Length of time (1 hr per day, 5 days per wk): 6 wks
Lecture 4.0
Lab 0.5
Ext 0.0

TOTAL = 4.5 Qtr Hrs

CHC 101 COMMUNITY HEALTH EYE CARE

This course will instruct the student over the most common causes of reversible and irreversible blindness in both our community and worldwide. To aid in the understanding of these conditions, the student will be helped to understand definition of blindness by the World Health Organization (WHO). With the understanding of these illnesses, discussion regarding the various resources available by the community to assist visual impaired patients will be held. This includes eye care programs, eye health education, and eye medical care.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 3.0
Lab 0.0
Ext 0.0

TOTAL = 3.0 Qtr Hrs

CL 100 INTRODUCTION TO CLINICAL PROCEDURES

The student will learn intermediate and advanced procedures for infection control, how to prepare, examine, and treat areas, take patient history and measurements, prepare and administer medications.

Clock hours of lab: 20
Clock hours of classroom lecture: 10
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $528.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 1.0
Lab 1.0
Ext 0.0

TOTAL = 2.0 Qtr Hrs

CL 101 CLINICAL PROCEDURES

The student will learn intermediate and advanced procedures for infection control, how to prepare, examine, and treat areas, take patient history and measurements, prepare and administer medications, assist the doctor and conduct clinical procedures.

Clock hours of lab: 20
Clock hours of lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: Introduction to Clinical Procedures (CL 100)
Total Clock Hours: 60
Tuition: $1320.00
Length of time (2 hrs per day, 5 days per wk):6 wks
Lecture 4.0
Lab 1.0
Ext 0.0

TOTAL = 5.0 Qtr Hrs

CO 101 CLINICAL OPTICS

In this course the student will understand and identify the different refractory errors in patients needing visual aids, such as spectacle lenses or contacts lenses. Students will be able to explain the principles of refractometry and its clinical uses. Students will also learn to calculate and record intraocular lens power and be able to describe the different component s of a spectacle prescription.

Clock hours of lab: 30
Clock hours of lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: OP 101
Total Clock Hours: 50
Tuition: $1166.00
Length of time (hrs per day, days per wk):6 wks
Lecture 3.0
Lab 2.0
Ext 0.0

TOTAL = 3.5 Qtr Hrs

ENGL 133 READING COMPREHENSION

This course provides instruction in critical reading and thinking skills necessary for college reading and research. The course includes instruction in critical analysis, critical interpretation, and advanced

instruction in vocabulary and literal comprehension. Materials used in this course will be high interest selections such as short essays, newspaper & magazine articles, general stories, etc. The instructor will help students analyze, synthesize and interpret general reading materials including some with abstract concepts; increase speed and comprehension in silent reading; develop the skill to deduce the meaning of unfamiliar vocabulary from context; read for enjoyment; and at the same time gain new vocabulary words and sentence structures.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 3.0
Lab 0.0
Ext 0.0

TOTAL = 3.0 Qtr Hrs

ENGL 145 TECHNICAL WRITING
This course will teach students how to communicate clearly and effectively, changing writing style and content for varying audiences and purposes. The course will focus on meeting readers' needs while representing the interests of your employer. The assignments will cover a variety of tasks produced under different circumstances.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 3.0
Lab 0.0
Ext 0.0

TOTAL = 3.0 Qtr Hrs

EPO 101 EXAM PREPARATION FOR OPHTHALMOLOGY TECHNICIAN
This course will provide an exam preparation and subject review to help guide and prepare students for national certification tests. Students will review topics that are the foundation that standardized exams test on. The course will provide students the knowledge needed to understand the structure and the purpose of questions that are typically used on standardized exams. The course will also provide information and test-taking techniques that will enable students to better prepare and manage standardized exams.

Clock hours of lab: 10
Clock hours of classroom lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: OP 101
Total Clock Hours: 30
Tuition: $660.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 2.0
Lab 0.5
Ext 0.0

TOTAL = 2.5 Qtr Hrs

HP 101 HUMAN PATHOPHYSIOLOGY
This course will provide an introduction to human diseases, techniques used to diagnose disease, treatments and interventions. Students will cover the major diseases of the organ systems, and understand the effects that diseases have on human anatomy and physiology. Students will also learn the clinical importance of understanding human diseases.

Clock hours of lab: 10
Clock hours of classroom lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $660.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 2.0
Lab 0.5
Ext 0.0

TOTAL = 2.5 Qtr Hrs

HP 345 OPHTHALMIC PATHOLOGY
This course will provide an understanding of ophthalmic diseases, techniques used for their proper diagnosis, treatments, and interventions that are both conservative and invasive. Students will review the major diseases of the human body, and understand the effects that diseases have on the function, anatomy, and physiology of the human eye. Students will also learn the clinical importance of understanding human diseases.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: HP 101
Total Clock Hours: 30
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 3.0
Lab 0.0
Ext 0.0

TOTAL = 3.0 Qtr Hrs

JC 101 COLLEGE STUDIES & CAREER PREPARATION

This course prepares students with the academic and organizational skills to successfully complete college studies, by showing students how to efficiently take notes, prepare for research projects and study for exams. Additionally, course is designed for students to develop job readiness skills, by teaching essay writing, researching (online), analytical skills, resume preparation, and professionalism for a career path.

Clock hours of lab: 10
Clock hours of classroom lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $660.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 2.0
Lab 0.5
Ext 0.0

TOTAL = 2.5 Qtr Hrs

ME 101 MEDICAL LAW AND ETHICS

The student will learn the application of legal principles, policies, regulations and standards for the control and use of information as it applies to various areas of employment. Students will learn the proper release of information, ethical codes, confidentiality, humanistic healthcare, legal terminology, legal judgments, documents, and litigation terms. In class, students will apply this knowledge through discussion of ethical dilemmas, conferencing, and analysis of legal situations.

Clock hours of lab: 10
Clock hours of classroom lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $660.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 2.0
Lab 0.5
Ext 0.0

TOTAL = 2.5 Qtr Hrs

MS 101 MATH SKILLS

Math Skills will provide instruction and review in elementary arithmetic skills, mathematical operations, and their applications. The content includes operations with whole numbers, whole number and decimal fractions, ratio and proportion, percent, and calculator fundamentals. The course also introduces students to the basic fundamentals of dosage calculations.

Clock hours of lab: 10
Clock hours of classroom lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $660.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 2.0
Lab 0.5
Ext 0.0

TOTAL = 2.5 Qtr Hrs

MT 101 MEDICAL TERMINOLOGY I

This course provides basic medical terminology information including Greek and Latin derivations, prefixes, suffixes, root words, and combining forms. This course provides practice in building and defining medical terms, and emphasizes correct spelling and pronunciation of medical words.

Clock hours of lab: 15
Clock hours of classroom lecture: 15
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $528.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 1.5
Lab 0.5
Ext 0.0

TOTAL = 2.0 Qtr Hrs

MT 102 MEDICAL TERMINOLOGY II

This course is a continuation of MT 101 and provides in-depth medical terminology information including Greek and Latin derivations, prefixes, suffixes, root words, and combining forms. It provides practice in building and defining medical terms, and emphasizes correct spelling and pronunciation of medical words. Interpreting terminology related to body structure, disease, diagnosis, and treatment is emphasized along with medical abbreviations.

Clock hours of lab: 15
Clock hours of classroom lecture: 15
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: Medical Terminology I
Total Clock Hours: 30
Tuition: $528.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 1.5
Lab 0.5
Ext 0.0

TOTAL = 2.0 Qtr Hrs

OP 101 OPHTHALMIC PROCEDURES I

The student will learn proper ophthalmic procedures and methods for visual acuity evaluation, as well as maintaining a proper ophthalmic laboratory environment. The student will learn the appropriate use of equipment, math and statistics, and record keeping procedures in the laboratory. On this first part of ophthalmic laboratory procedures, the students will apply the different test available for visual acuity evaluation and proper documentation of the patient's results.

Clock hours of lab: 30
Clock hours of classroom lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: AAO 101
Total Clock Hours: 50
Tuition: $990.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 2.0
Lab 1.5
Ext 0.0

TOTAL = 3.5 Qtr Hrs

OP 102 OPHTHALMIC PROCEDURES II

In the second part of Ophthalmic Procedures, the student will learn proper ophthalmic procedures and methods for corneal evaluation, pupil reflex evaluation, and measurement of intraocular evaluation. The student will also be familiarized with color vision tests and tear production evaluations. The student will learn the appropriate use of equipment, math and statistics, and record keeping procedures in the laboratory.

Clock hours of lab: 30
Clock hours of classroom lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: AAO 101
Total Clock Hours: 50
Tuition: $990.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 2.0
Lab 1.5
Ext 0.0

TOTAL = 3.5 Qtr Hrs

OPH 101 INTRODUCTION TO OPHTHALMOLOGY

This course provides an introduction to the nature of Ophthalmology and to the fundamental role and duties of the ophthalmologist technician at an entry level and intermediate level. Emphasis is placed on the origins and evolution of the ophthalmologist technician (COT), introduction to the scope of practice, safety issues in ophthalmology, identification of the basic ophthalmic medical techniques and patient care, communication skills, clinical assessments, employment opportunities for ophthalmology technicians (COT), and accreditation benefits

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 3.0
Lab 0.0
Ext 0.0

TOTAL = 3.0 Qtr Hrs

OPH 250 CLINICAL PRACTICUM I

This is the first of 4 clinical rotations. The student will be assigned, and directly supervised in an ophthalmic facility such as a hospital or clinic. The student will be introduced to the clinical setting and departmental organization. Under direct supervision by a clinical preceptor (supervising ophthalmic technician (COT), ophthalmic medical technologist (COMT) or physician), and the school's Clinical Externship Coordinator, the student will begin to acquire the hands-on skills necessary for the ophthalmic technician in a clinical site. This is accomplished through observation and participation in clinical case studies of patients undergoing ophthalmic examinations.

Clock hours of lab: 0
Clock hours of classroom lecture: 0
Clock hours of Externship: 240
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: Successful completion of diadactic and lab components of this program
Total Clock Hours: 240
Tuition: $2205.00
Length of time (8 hrs per day, 5 days per wk): 6 wks
Lecture 0.0
Lab 0.0
Ext 8.0

TOTAL = 8.0 Qtr Hrs

OPH 260 CLINICAL PRACTICUM II

This is the second of four clinical rotations. The student will be assigned, and directly supervised in an ophthalmic facility such as a hospital or clinic. The student will be introduced to the clinical setting and departmental organization. Under direct supervision by a clinical preceptor (supervising ophthalmic technician (COT), ophthalmic medical technologist

(COMT) or physician), and the school's Clinical Externship Coordinator, the student will begin to acquire the hands-on skills necessary for the ophthalmic technician in a clinical site. This is accomplished through observation and participation in clinical case studies of patients undergoing ophthalmic examinations.

Clock hours of lab: 0
Clock hours of classroom lecture: 0
Clock hours of Externship: 240
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: OPH 250
Total Clock Hours: 240
Tuition: $2205.00
Length of time (8 hrs per day, 5 days per wk): 6 wks
Lecture 0.0
Lab 0.0
Ext 8.0

TOTAL = 8.0 Qtr Hrs

OPH 270 CLINICAL PRACTICUM III
This is the third of four clinical rotations. The student will be assigned, and directly supervised in an ophthalmic facility such as a hospital or clinic. The student will be introduced to the clinical setting and departmental organization. Under direct supervision by a clinical preceptor (supervising ophthalmic technician (COT), ophthalmic medical technologist (COMT) or physician), and the school's Clinical Externship Coordinator, the student will begin to acquire the hands-on skills necessary for the ophthalmic technician in a clinical site. This is accomplished through observation and participation in clinical case studies of patients undergoing ophthalmic examinations.

Clock hours of lab: 0
Clock hours of classroom lecture: 0
Clock hours of Externship: 240
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: OPH 260
Total Clock Hours: 240
Tuition: $2205.00
Length of time (8 hrs per day, 5 days per wk): 6 wks
Lecture 0.0
Lab 0.0
Ext 8.0

TOTAL = 8.0 Qtr Hrs

OPH 280 CLINICAL PRACTICUM IV
This is the fourth of four clinical rotations. The student will be assigned, and directly supervised in an ophthalmic facility such as a hospital or clinic. The student will be introduced to the clinical setting and departmental organization. Under direct supervision by a clinical preceptor (supervising ophthalmic technician (COT), ophthalmic medical technologist (COMT) or physician), and the school's Clinical Externship Coordinator, the student will begin to acquire the hands-on skills necessary for the ophthalmic technician in a clinical site. This is accomplished through observation and participation in clinical case studies of patients undergoing ophthalmic examinations.

Clock hours of lab: 0
Clock hours of classroom lecture: 0
Clock hours of Externship: 240
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: OPH 270
Total Clock Hours: 240
Tuition: $2205.00
Length of time (8 hrs per day, 5 days per wk): 6 wks
Lecture 0.0
Lab 0.0
Ext 8.0

TOTAL = 8.0 Qtr Hrs

OPS 101 OPTHALMIC PATIENT SERVICES
This course provides students with workforce readiness training, by placing emphasis on professional behavior, communication, basic computer concepts, with a focus on medical office business procedures and management.

Clock hours of lab hours: 20
Clock hours of classroom lecture: 10
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $528.00
Length of time (1 hrs per day, 5 days per wk): 6wks
Lecture 1.0
Lab 1.0
Ext 0.0

TOTAL = 2.0 Qtr Hrs

PH 101 PHARMACOLOGY
This course will provide basic pharmacology knowledge that includes: drug terminology, units of measurement, legalities, drug references, and their uses, medication orders, drug interactions, side effects, drug and medical sources, and forms of common drugs.

Clock hours of lab: 20
Clock hours of classroom lecture: 10
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $528.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 1.0

Lab 1.0
Ext 0.0

TOTAL = 2.0 Qtr Hrs

PH 210 PHARMACOLOGY FOR OPHTHALMOLOGY TECHNICIAN

This course is a continuation of Pharmacology I and focuses on the standards of ophthalmology practice in relation to the safe administration of eye medications. The ophthalmology technician student will describe the advantages and disadvantages of various methods of drug delivery, including drops, ointments, and demonstrate the correct method of administration of eye medications. The student will also learn to identify the components of an ophthalmology prescription. The student will also describe the indications and contraindications of mydriatic, cycloplegics drugs, glaucoma medications, anti-infective agents, steroids and NSAIDs.

Clock hours of lab: 20
Clock hours of classroom lecture: 10
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: PH 101
Total Clock Hours: 30
Tuition: $528.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 1.0
Lab 1.0
Ext 0.0

TOTAL = 2.0 Qtr Hrs

PS 101 PSYCHOLOGY OF SUCCESS

This course provides skills and strategies for creating a pattern of success. Developed to enhance a students' ability to identify career options based on self-knowledge and self-esteem, this course provides a framework for focusing on employment and identifying a career path for lifelong success.

Clock hours of lab: 10
Clock hours of lecture: 20
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $660.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 2.0
Lab 0.5
Ext 0.0

TOTAL = 2.5 Qtr Hrs

SS 101 SPREADSHEETS I

Students will learn how to operate the spreadsheet program Excel for Microsoft Office. Topics covered in this course include basic skills in creating and formatting a worksheet and chart. Students will also learn to open an existing workbook, enter data, modify a cell, navigate within a worksheet, select objects, insert, delete, create formulas, functions and ranges.

Clock hours of lab: 20
Clock hours of classroom lecture: 10
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $528.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 1.0
Lab 1.0
Ext 0.0

TOTAL = 2.0 Qtr Hrs

WP 101 WORD PROCESSING I

Word Processing provides instruction in the operation of work processing software using a microcomputer system. Content includes creating, saving, retrieving, editing, formatting, enhancing, printing, and merging a variety of documents, macros, sorting, tables, and columns. A simulation will give additional practice in the advanced features of the software.

Clock hours of lab: 20
Clock hours of classroom lecture: 10
Clock hours of individual and small group tutoring: provided *to student on an as-needed basis*
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $528.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 1.0
Lab 1.0
Ext 0.0

TOTAL = 2.0 Qtr Hrs

Associate of Applied Science in
Business Management and Accounting Systems

This program is designed to prepare students seeking employment in business management and managerial levels of accounting. Students will receive instruction to gain mastery over the principles, methods, and procedures of accounting, and will gain a broad understanding and appreciation for other elements of management such as finance, communications, economics, and business law. Students who complete this program will understand the systems and procedures of organizing and planning office work, controlling employees' performance, and exercising leadership skills that make the modern employer-employee relationship a pleasant, rewarding and successful experience. Graduates of this program can expect to be hired in entry-level management positions, such as: cost clerks, supervisor, office manager, marketing representative, etc.

Admissions Requirements:

1. A high school diploma or its equivalency is required for admission into the program;
2. Successful interview with an intake (admissions) counselor; and

The program content is offered through lecture, laboratory, and externship experience.

Total Lab Hours: **140 Hrs**
Total Externship Hours: **180 Hrs**
Total Lecture Hours: **950 Hrs**
Total Program Hours: **1270 Hrs**
Total Length of Time: **60 Wks**
Total Credit Hours: **108.0 credits**

Definition of Academic Year: An academic year will consist of 30 instruction weeks and 36 quarter credit hours.

Full Time Status: Student's enrollment status will be considered full time if they are enrolled in at least 7.5 credit hours in a six week period.

Program Delivery: Blended ***(Residential and Online, please see marked classes)*** The program content is offered through lecture, laboratory, and externship experience. (certain lecture and/or laboratory courses may be delivered online, those courses are identified as blended, below)

ACCT 110 INTRODUCTION TO ACCOUNTING

This course provides an introduction of accounting principles relating to business operations. The course will concentrate on general accepted accounting principles, the accounting process, and the definition of accounting elements. The course covers a broad range of topics that will introduce students to the functions of accounting.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ALG 110
Total Clock Hours: 50
Tuition: $1139.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

ACCT 121 INTERMEDIATE ACCOUNTING

This course will concentrate on payroll accounting and accounting for merchandising businesses. Students will learn to calculate employee earnings and deductions, and employer taxes and reports. The student will also learn to work with journal entries and will learn to analyze financial statements.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ACCT 110
Total Clock Hours: 50
Tuition: $1139.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

ALG 110 ALGEBRA I

This course is designed to provide understanding of basic properties of real numbers and to use algebraic models to solve verbal problems with linear and quadratic equation, complex numbers, factoring and graphs. Emphasis is placed on manipulation of algebraic equations, problem solving and their correlation to general arithmetic.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time in wks (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ALG 121 ALGEBRA II

The purpose of this course is to continue the study of advanced algebraic concepts including functions, polynomials, rational expressions, systems of functions, and inequalities.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ALG 110
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

BC 110 BUSINESS COMMUNICATION

This course examines basic interpersonal communication processes with practical applications for the business environment. Issues regarding cross-cultural communications and ethical considerations in business communication are discussed. The course will emphasize planning, organizing and delivering oral presentation in business setting

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hr per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

BIS 133 BUSINESS INFORMATION SYSTEMS I

This course will assist students in reviewing fundamental accounting concepts and principles through the use of QuickBooks. Students will learn to use QuickBooks to understand and interpret financial statements. Students will learn to generate most financial accounting information such as purchase orders, sales invoices, and financial statements.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ACCT 121/ CIS 110

Total Clock Hours: 50
Tuition: $1139.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

BIS 145 BUSINESS INFORMATION SYSTEMS II

This course teaches advanced accounting concepts and principles while developing students' proficiency with QuickBooks. The course teaches the technology and application of accounting skills by illustrating how accounting information is created and used. This course is designed to apply advanced techniques by using the QuickBooks software.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: BIS 133
Total Clock Hours: 50
Tuition: $1139.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

BIS 150 BUSINESS INFORMATION SYSTEMS III

This course provides the advanced concepts and principles of gaining proficiency with QuickBooks. The course reviews the final principles provided the Intuit software training outline. This course will apply all the concepts learned into a comprehensive analysis. The technology and application of initial accounting skills will be used to apply accounting proficiencies. This course is designed to apply advanced techniques by using the QuickBooks software.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: BIS 145
Total Clock Hours: 50
Tuition: $1139.00
Certification Fee: *Please see page 25*
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

BLAW 110 BUSINESS LAW & ETHICS

Business Law I is a study of the legal setting of business and its relationship to the business firm. Topics covered include: the nature of law, criminal and civil procedure and the court system, business ethics, courts and alternative dispute resolution, constitutional authority to regulate business, criminal law, the law of torts, contract and sales law, product liability and intellectual property.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr.

BM 101 BUSINESS MATH FOR SOCIAL SCIENCES

This course is designed for students to learn mathematical concepts and methods used in management, social science, and business. Additionally, students will also understand the connections of mathematics to other disciplines within the business realm.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Method of Delivery: Blended
Tuition: $1139.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

BM 110 BUSINESS MATH

This course is designed for all business students. The course will assist students in reaching a level of increased competence in mathematics and expanded understanding of the applications of mathematical concepts in business activities. Emphasis is placed upon learning mathematical concepts through practical application to common business problems.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: BM 101
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

CIS 110 SPREADSHEETS I

The course provides instruction in the operation of spreadsheet software. The student will learn spreadsheet software features while completing real-world business projects. The course provides instruction in analyzing data, making business decisions and simple calculations in an excel worksheet.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ALG 110
Total Clock Hours: 50
Tuition: $1139.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

CIS 121 SPREADSHEETS II

The course provides intermediate instruction in the excel software. The course will utilize the fundamental concepts obtained and apply that knowledge to insert IF Functions, utilize various filters, use conditional formatting functions, and macros using the developer functions. These concepts will be reinforced by applying the knowledge in case scenarios.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: CIS 110
Total Clock Hours: 50
Tuition: $1139.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

CIS 133 GRAPHIC DESIGN

This course provides the fundamentals techniques for digital imaging using Adobe Photoshop. During this course student will learn to use imaging-editing tools which will include Photoshop's GUI. The student will also learn how to customize the design environment of the Adobe Photoshop Software

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: CIS 110
Total Clock Hours: 50
Tuition: $1139.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

CIS 145 GRAPHIC DESIGN II

This course provides the fundamentals techniques for creating digital animation and interactive websites using the Adobe Flash software. During this course student will learn to create and engage in applications such as video, sound, graphics, and animation.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: CIS 133
Total Clock Hours: 50
Tuition: $1139.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

ECON 110 FUNDAMENTALS OF ECONOMICS

This course is designed to introduce the student to the fundamentals and concepts of economics. The course will study how scarce resources can be allocated within the market system. In addition, the course will examine how economists go beyond individual units and analyze the overall economy. At the end of the term, students will be able to understand the complex economic issues and problems that our modern society faces.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Method of Delivery: Blended
Tuition: $1139.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

EDUC 121 COLLEGE STUDIES

This course prepares students with the academic and organizational skills to successfully complete college courses. This is done by showing the students how to efficiently take notes, prepare for research projects, and study for higher educational exams. Additionally, the course is designed for students to develop job readiness skills by teaching writing, research, and analytical skills for workforce preparation.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A
Total Clock Hours: 50
Method of Delivery: Blended
Tuition: $1139.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

ENG 110 ENGLISH I

This course includes introduction to literary analysis, investigation/review of topic-selection processes, development of possible thesis statements, outlining as it relates to support for a selected thesis statement, over-all study of the research process, practice and emphasis on critical thinking skills in literary analysis, and experience in writing literary research papers using available resources.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ENG 121 ENGLISH II

English II places emphasis upon the effective use of the English language in both oral and written communications. Students study world literature with a focus on the literary forms of drama and the novel. Basic skills of reading, writing, speaking, and listening continue to receive primary emphasis. Essays, plays, poetry, and short stories will be read this year
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ENG 110
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ENGL 133 READING COMPREHENSION

This course provides instruction in critical reading and thinking skills necessary for college reading and research. The course includes instruction in critical analysis, critical interpretation, and advanced instruction in vocabulary and literal comprehension. Materials used in this course will be high interest selections such as short essays, newspaper &magazine articles, general stories, etc. The instructor will help students analyze, synthesize and interpret general reading materials including some with abstract concepts; increase speed and comprehension in silent reading; develop the skill to deduce the meaning of unfamiliar vocabulary from context; read for enjoyment; and at the same time gain new vocabulary words and sentence structures.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ENGL 145 TECHNICAL WRITING

This course will teach students how to communicate clearly and effectively, changing writing style and content for varying audiences and purposes. The course will focus on meeting readers' needs while representing the interests of your employer. The assignments will cover a variety of tasks produced under different circumstances.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

EX-BM 101 EXTERNSHIP

This class is a hands-on externship in which the student spends 180 hours in a management environment utilizing the skills learned in the classroom and lab setting. This course fine tunes the skills learned and reinforces the role and functions of the management staff. The externship will be an unpaid, supervised experience at a business setting.
Clock hours of Externship: 180
Clock hours of classroom lecture: 0
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: Successful completion of program content to this point.

Total Clock Hours: 180
Tuition: $1518.00
Length of time (6 hrs per day, 5 days per wk): 6 wks

Lecture	0.0
Lab	0.0
Ext	6.0

TOTAL = 6.0 Qtr Hr

MGT 110 ORGANIZATIONAL DEVELOPMENT

This course is an in-depth study of organization-wide interventions designed to improve the organization and to implement change in the organization. This course will include techniques for developing and improving the organization from a holistic management approach. The course will help students develop an appreciation of the impact of internal and external factors that impact change to an organization in a global environment.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

MGT 121 DYNAMICS OF LEADERSHIP

Provides basic concepts of leadership and the essential skills required to become an effective leader/manager. The student will be provided the opportunity for personal development through exercises in communication and leadership effectiveness. Other major topics include leadership styles, managing commitments, conflict resolution, emotional intelligence, team dynamics and business ethics. Objectives of the course are to understand leadership, know your own style and have a plan for developing your leadership.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

MGT 145 SMALL BUSINESS MANAGEMENT

This course incorporates current theory and practice relating to starting and managing small firms. It provides a comprehensive coverage of critical small business issues; numerous real-world examples to help students understand how to apply the business management concepts presented in the text, and incorporate material to help them explore small business issues in the amazing world of the Internet.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: MGT 110/MGT 121
Total Clock Hours: 30
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

MK 110 MARKETING I

Marketing is an essential role of every business organization and marketing activities must be performed, to some extent, for the survival of every business organization. This course is designed to be an introduction to the broad concept of marketing mix for the future manager. Management students will progress through the topics of generic functions of business, the environment of business, market planning, information, and segmentation, consumer behavior, marketing ethics, and marketing strategy.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Method of Delivery: Blended
Tuition: $1139.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

MK 121 MARKETING II

This course provides an overview of contemporary strategies in sales. The course will concentrate on improving communication skills and customer service skills, building a personal relationship with customers, and incorporating technology in sales. The course covers a broad range of topics that will introduce students to the techniques and strategies of sales.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: MK110
Total Clock Hours: 50
Tuition: $1139.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

PSY 110 INTRODUCTION TO GENERAL PSYCHOLOGY

This course will describe the basic theories, principles, and concepts of psychology as they relate to behaviors and mental processes. This course will also apply psychological theories, principles, and concepts to

Pre-Requisite: N/A

Total Clock Hours: 30

Tuition: $759.00

Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

everyday life, including industry and organizations. The students will learn to compare and contrast material and information from other cultures.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

TOTAL = 3.0 Qtr Hr

Bachelor of Science in Business Management

This program is designed to prepare students seeking employment in business management and managerial levels of the business market. Students will receive instruction to gain mastery over the principles, methods, and procedures of business management, and will gain a broad understanding and appreciation for other elements of the management perspective such as finance, communications, economics, graphic design, and business law. Students who complete this program will understand the systems and procedures of organizing and planning office work, controlling employees' performance, and exercise leadership skills that can make the modern employer-employee relationship a pleasant, reward and successful experience. Graduates of this program can expect to be hired in entry-level management positions, such as: cost clerks, supervisor, office manager, marketing representative, etc.

Admissions requirements:

1. A high school diploma or its equivalency is required for admission into the program;
2. Successful interview with an intake (admissions) counselor; and

The program content is offered through lecture and laboratory experience.

Program Length: 2280 CH (Clock Hours)
156 Weeks

Program Delivery: Blended ***(Residential and Online, please see marked classes)*** The program content is offered through lecture, laboratory, and externship experience. (certain lecture and/or laboratory courses may be delivered online, those courses are identified as blended, below)

Definition of Academic Year: An academic year will consist of 36 instruction weeks and 36 quarter credit hours.

Full Time Status: Student's enrollment status will be considered full time if they are enrolled in at least 8.0 credit hours in a six week period.

Total Lab Hours:	**330 Hrs**
Total Lecture Hours:	**1950 Hrs**
Total Program Hours:	**2280 Hrs**
Total Length of Time:	**156 Wks**
Total Credit Hours:	**211.5 credits**

ACCT 110 INTRODUCTION TO ACCOUNTING

This course provides an introduction to accounting principles relating to business operations. The course will concentrate on generally accepted accounting principles, the accounting process, and the definition of accounting elements. The course covers a broad range of topics that will introduce students to the functions of accounting.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ALG 110
Total Clock Hours: 50
Tuition: $1139.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

ACCT 121 INTERMEDIATE ACCOUNTING

This course will concentrate on payroll accounting and accounting for merchandising businesses. Students will learn to calculate employee earnings and deductions, and employer taxes and reports. The student will also learn to work with journal entries and will learn to analyze financial statements.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ACCT 110
Total Clock Hours: 50
Tuition: $1139.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

ACCT 2010 FINANCIAL ACCOUNTING

This course is an in-depth analysis of the Financial Statements, where the student will master the preparation of the Income Statement, Statement of Retained Earnings, and Balance Sheet. Based on the information provided by the Financial Statements students will learn and understand how external users make business decisions.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ACCT 121
Total Clock Hours: 50
Tuition: $842.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

ACCT 3010 MANAGERIAL ACCOUNTING

This course is a study on how accounting data is used by managers within organizations supplying them with the foundation to make informed decisions, helping plan and control business operations. Students will learn the different systems for Product Costing, Planning and Control, and Decision Making with the accounting information.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ACCT 2010
Total Clock Hours: 50
Tuition: $842.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

ALG 110 ALGEBRA I

This course is designed to provide understanding of basic properties of real numbers and to use algebraic models to solve verbal problems with linear and quadratic equations, complex numbers, factoring and graphs. Emphasis is placed on manipulation of algebraic equations, problem solving and their correlation to general arithmetic.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr

ALG 121 ALGEBRA II

The purpose of this course is to continue the study of advanced algebraic concepts including functions, polynomials, rational expressions, systems of functions, and inequalities.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ALG 110
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr

ART 2010 ART APPRECIATION

The class will focus on the significance of visual arts throughout history and in our everyday lives. The student will learn about different tools and mediums that are used to create art and be able to apply vocabulary to describe and identify art forms. The students will have hands on experience in art making, which can be important in the learning process of art fundamentals. Students will have an understanding of art movements and styles, aesthetics, interpretation and critique, the abundance of artists that created artistic revolutions, and contemporary art.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $561.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

BC 110 BUSINESS COMMUNICATION

This course examines basic interpersonal communication processes with practical applications for the business environment. Issues regarding cross-cultural communications and ethical considerations in business communication are discussed. The course will emphasize planning, organizing and delivering oral presentation in business setting.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

BIO 101 BIOLOGY I

This course is designed to provide the students with the foundation and knowledge of biology in brief investigations of all major facets of living organisms including cell structure and function, major kingdoms of organisms, selected topics in human anatomy, physiology, genetics, reproduction, evolution, and biochemistry. In addition, ecological principles and conservation will be stressed throughout the course.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

BIO 102 BIOLOGY II

This course is a detailed study of body structure and function utilizing principles of chemistry, biochemistry as well as anatomy and physiology. It includes the following topics: cardiovascular system, lymphatic system, nonspecific defense and immunity, respiratory system, digestive system, urinary system, fluid/electrolyte and acid/base balance, and reproductive system

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: BIO 101
Total Clock Hours: 3
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

BIS 133 BUSINESS INFORMATION SYSTEMS I

This course will assist students in reviewing fundamental accounting concepts and principles through the use of QuickBooks. Students will learn to use QuickBooks to understand and interpret financial statements. Students will learn to generate most financial accounting information such as purchase orders, sales invoices, and financial statements.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ACCT 121/CIS 110
Total Clock Hours: 50
Tuition: $1139.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

BIS 145 BUSINESS INFORMATION SYSTEMS II

This course teaches advanced accounting concepts and principles while developing students' proficiency with QuickBooks. The course teaches the technology and application of accounting skills by illustrating how

accounting information is created and used. This course is designed to apply advanced techniques by using the QuickBooks software.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: BIS 133
Total Clock Hours: 50
Tuition: $1139.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

BIS 150 BUSINESS INFORMATION SYSTEMS III

This course provides the advanced concepts and principles of gaining proficiency with QuickBooks. The course reviews the final principles provided the Intuit software training outline. This course will apply all the concepts learned into a comprehensive analysis. The technology and application of initial accounting skills will be used to apply accounting proficiencies. This course is designed to apply advanced techniques by using the QuickBooks software.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: BIS 145
Total Clock Hours: 50
Tuition: $1139.00
Certification Fee: ***Please see page 26***
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

BLAW 110 BUSINESS LAW & ETHICS

Business Law is a study of the legal setting of business and its relationship to the business firm. Topics covered include: the nature of law, criminal and civil procedure and the court system, business ethics, courts and alternative dispute resolution, constitutional authority to regulate business, criminal law, the law of torts, contract and sales law, product liability and intellectual property.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

BUSN 3010 INTERNATIONAL BUSINESS

This course is an introduction to globalization and the cultural, economic, political, and legal environments of international business including an overview of risks, challenges, and opportunities of competing in the global marketplace. This course will introduce the concept of international business as a system and will examine the national, governmental, and international institutional controls and constraints.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Method of Delivery: Blended
Tuition: $842.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

CIS 110 SPREADSHEETS I

The course provides instruction in the operation of spreadsheet software. The student will learn spreadsheet software features while completing real-world business projects. The course provides instruction in analyzing data, making business decisions and simple calculations in an Excel worksheet.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ALG 110
Total Clock Hours: 50
Tuition: $1139.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

CIS 121 SPREADSHEETS II

The course provides intermediate instruction in the excel software. The course will utilize the fundamental concepts obtained and apply that knowledge to insert IF Functions, utilize various filters, use conditional formatting functions, and macros using the developer functions. These concepts will be reinforced by applying the knowledge in case scenarios.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: CIS 110

Total Clock Hours: 50
Tuition: $1139.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

CIS 133 GRAPHIC DESIGN I

This course provides the fundamentals techniques for digital imaging using Adobe Photoshop. During this course student will learn to use imaging-editing tools which will include Photoshop's GUI. The student will also learn how to customize the design environment of the Adobe Photoshop Software.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: CIS 110
Total Clock Hours: 50
Tuition: $1139.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

CIS 145 GRAPHIC DESIGN II

This course provides the fundamentals techniques for creating digital animation and interactive websites using the Adobe Flash software. During this course student will learn to create and engage in applications such as video, sound, graphics, and animation.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: CIS 133
Total Clock Hours: 50
Tuition: $1139.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

CIS 2010 GRAPHIC DESIGN III (Adobe)

This course provides the fundamentals techniques by integrating the Adobe graphic design suite tools using the Adobe Illustrator & Adobe Photoshop software. During this course student will learn the fundamentals of designing for graphic design to improve the readability and impact of each design**.**

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: CIS 145
Total Clock Hours: 50
Tuition: $842.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

CIS 2021 GRAPHIC DESIGN IV (Dreamweaver)

This course provides the web design and website development knowledge using Adobe Dreamweaver the industry leading web authoring program. During this course student will learn how to plan, create and manage websites, while integrating their previous knowledge of the Adobe Software.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: CIS 145
Total Clock Hours: 50
Tuition: $842.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

ECON 110 FUNDAMENTALS OF ECONOMICS

This course is designed to introduce the student to the fundamentals and concepts of economics. The course will study how scarce resources can be allocated within the market system. In addition, the course will examine how economists go beyond individual units and analyze the overall economy. At the end of the term, students will be able to understand the complex economic issues and problems that our modern society faces.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Method of Delivery: Blended
Tuition: $1139.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

ECON 2021 MACROECONOMICS

This course is an introduction to macroeconomics. This course analyzes economics that deals and manages with the economy as a whole: aggregate national income and output, government spending and taxation, monetary policy and international trade. Macroeconomics deals with the overall level of output, its rate of growth and the level of prices in the general business market.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ECON 110
Total Clock Hours: 50
Method of Delivery: Blended
Tuition: $842.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

ECON 3033 MONEY AND BANKING

This course will introduce students to monetary and financial institutions. Students will learn how monetary policy influences interest rates, stock markets, and bond markets. The course will analyze financial intermediation and the role of banks in the economic system and the effects of banking regulation. Students will learn about monetary policy, the affects real economic activity, and the connection with fiscal policy.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ECON 110
Total Clock Hours: 50
Method of Delivery: Blended
Tuition: $842.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

ECON 3045 MICROECONOMICS

This course is designed to give students a thorough understanding of the principles of economics that apply to the functions of individual decision makers, within the larger economic system. Some of the concepts that the student will learn in this class are: scarcity, opportunity cost and production possibilities, specialization and comparative advantage, supply and demand, models of consumer choice, efficiency, equity, and the role of government.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ECON 2021
Total Clock Hours: 50
Tuition: $842.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

EDUC 121 COLLEGE STUDIES

This course prepares students with the academic and organizational skills to successfully complete college courses. This is done by showing the students how to efficiently take notes, prepare for research projects, and study for higher educational exams. Additionally, the course is designed for students to develop job readiness skills by teaching writing, research, and analytical skills for workforce preparation.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Method of Delivery: Blended
Tuition: $1139.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

ENG 110 ENGLISH I

This course includes introduction to literary analysis, investigation/review of topic-selection processes, development of possible thesis statements, outlining as it relates to support for a selected thesis statement, over-all study of the research process, practice and emphasis on critical thinking skills in literary analysis, and experience in writing literary research papers using available resources.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hr per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ENG 121 ENGLISH II

English II places emphasis upon the effective use of the English language in both oral and written communications. Students study world literature with a focus on the literary forms of drama and the novel. Basic skills of reading, writing, speaking, and listening continue to receive primary emphasis. Essays, plays, poetry, and short stories will be read this year

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ENG 110
Total Clock Hours: 30

Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ENGL 145 TECHNICAL WRITING

This course will teach students how to communicate clearly and effectively, changing writing style and content for varying audiences and purposes. The course will focus on meeting readers' needs while representing the interests of your employer. The assignments will cover a variety of tasks produced under different circumstances.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ENGL 2010 WORKPLACE WRITING

Workplace Writing is a course designed to help students enhance their professional writing skills. The course is based on the fundamentals writing of emails, letters, and reports. Students will practice research and writing skills appropriate for topics within the realm of their specific career fields. In addition students will read, analyze, and interpret several materials dealing with the workplace reports.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ENGL 145
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $561.00
Length of time (1hrs per day, 5 days per wk):6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ENGL 2033 WRITING AND LITERATURE

English 2033 will expand and strengthen students' ability to read, reflect on, discuss, and write about literary texts. Students will be encouraged to assume an active and role in the literary community by becoming familiar with the conventions, terminology, and expectations in the study of literature. Students will also learn how to clearly analyze and effectively communicate ideas and intuitions/feelings about the literature they read for the course. They will begin to take part in the significant discussions and debates taking place within the academic world and in the wider culture concerning the nature and function of literature.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ENG 2010
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $561.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

FIN 2010 BUSINESS FINANCE

This course introduces the student to the fundamentals of business finance. The course requires an understanding of mathematics integrated with economic concepts and accounting principles. The course will emphasize on practical applications and problem solving techniques. The objective is to provide the student with the tools to understand and solve the basic financial problems that are confronting business today.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: ACCT 3010
Total Clock Hours: 50
Tuition: $842.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

FIN 2021 FINANCE MANAGEMENT

This course introduces the student to the fundamentals of business finance, with special emphasis on corporate financial management and financial markets and institutions. This course will utilize the fundamentals and principles of practical applications from financial problems.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: FIN 2010
Total Clock Hours: 50
Tuition: $842.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5

Ext 0.0

TOTAL = 4.5 Qtr Hr

HIS 2010 HISTORY OF THE UNITED STATES TO 1865

This course is designed to educate the student with the social, intellectual, economic, and political developments that have molded the history of America from Pre- Colonial period to the end of the Civil War. This course will emphasize the cause and effect of developments and their influence on the modern America.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $561.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 3.0
Lab 0.0
Ext 0.0

TOTAL = 3.0 Qtr Hr

HIS 2021 HISTORY OF THE UNITED STATES FROM 1865 TO PRESENT

This course is designed to educate the student with the social, intellectual, economic, and political developments that have molded the history of America from the end of the Civil War to the end of the Gulf War. This course will emphasize the cause and effect of developments and their influence on the modern America.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: HIS 2010
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $561.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 3.0
Lab 0.0
Ext 0.0

TOTAL = 3.0 Qtr Hr

MGT 110 ORGANIZATIONAL DEVELOPMENT

This course is an in-depth study of organization-wide interventions designed to improve the organization and to implement change in the organization. This course will include techniques for developing and improving the organization from a holistic management approach. The course will help students develop an appreciation of the impact of internal and external factors that impact change to an organization in a global environment.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 3.0
Lab 0.0
Ext 0.0

TOTAL = 3.0 Qtr Hr

MGT 121 DYNAMICS OF LEADERSHIP

This course provides basic concepts of leadership and the essential skills required to become an effective leader/manager. The student will be provided the opportunity for personal development through exercises in communication and leadership effectiveness. Other major topics include leadership styles, managing commitments, conflict resolution, emotional intelligence, team dynamics and business ethics. Objectives of the course are to understand leadership, know your own style and have a plan for developing your leadership.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks
Lecture 3.0
Lab 0.0
Ext 0.0

TOTAL = 3.0 Qtr Hr

MGT 1033 STRATEGIC HUMAN RESOURCE MANAGEMENT

This course introduces the technical and legal aspects of human resource management from a strategic business perspective. The course examines how to manage human resources effectively in the dynamic legal, social, and economic environment currently constraining organizations. Among the topics included are: formulation and implementation of human resource strategy, job analysis, methods of recruitment and selection, techniques for training and development, performance appraisal, compensation and benefits, and the evaluation of the effectiveness of HRM systems. Emphasis is placed on integrating human resource management with the overall business strategy.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A

Total Clock Hours: 50
Method of Delivery: Blended
Tuition: $842.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

MGT 145 SMALL BUSINESS MANAGEMENT

This course incorporates current theory and practice relating to starting and managing small firms. It provides a comprehensive coverage of critical small business issues; numerous real-world examples to help students understand how to apply the business management concepts presented in the text, and incorporate material to help them explore small business issues in the amazing world of the Internet.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: MGT 110/ MGT 121
Total Clock Hours: 30
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

MGT 3010 OPERATIONS MANAGEMENT AND PRODUCTION

This course will introduce and examine topics within the operations management concepts. These topics include: the systemic process of operations and productivity in businesses, the necessary steps needed to produce progress in project management, utilizing forecasting techniques to predict future outcomes on location and layout strategies, and managing quality while applying the strategy and sustainability process.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Method of Delivery: Blended
Tuition: $842.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

MGT 4010 BUSINESS LOGISTICS

This course provides the fundamentals and concepts for the analysis of Supply Chain Management as well as business logistics functions such as inventory management, transportation, ordering, warehousing, and customer satisfaction, with emphasis on interactions between these functions. This course will also focus on the understanding of production scheduling.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Tuition: $842.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

MGT 4021 ENTREPRENEURSHIP

This course introduces the student to entrepreneurship as a process of economic or social value creation, rather than the single event of opening a business. Additionally, the course is designed to reflect research, opportunity recognition, assembly of the financial and human resources needed to develop a business idea and opening a new business venture.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Tuition: $842.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

MGT 4033 STRATEGIES OF MANAGEMENT

This course is designed to help students understand the variance of success among companies by analyzing actual cases from domestic and international firms. During this course students will utilize their knowledge from accounting, finance, operations management, marketing, and human resources management to understand the strategic management concepts. This course provides the frameworks and information to understand how companies can develop a sustained competitive advantage.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Method of Delivery: Blended
Tuition: $842.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

MGT 4045 TOPICS OF BUSINESS SEMINAR

This course is focused on the analysis of real scenarios from different business perspectives. Throughout this course, the student will develop problem solving and analytical skills through the exposure of business scenarios. These scenarios will be discussed and described by guest speakers and practical exercises which will provide a more realistic approach of current business issues.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: MGT 3010, MGT 4033, FIN 2021

Total Clock Hours: 50

Tuition: $842.00

Length of time (2 hrs per day, 5 days per wk):6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

MK 110 MARKETING I

Marketing is an essential role of every business organization and marketing activities must be performed, to some extent, for the survival of every business organization. This course is designed to be an introduction to the board concept of marketing mix for the future manager. Management students will progress through the topics of generic functions of business, the environment of business, market planning, information, and segmentation, consumer behavior, marketing ethics, and marketing strategy.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 50

Method of Delivery: Blended

Tuition: $1139.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

MK 121 MARKETING II

This course provides an overview of contemporary strategies in sales. The course will concentrate on improving communication skills, customer service skills, building a personal relationship with customers, and incorporating technology in sales. The course covers a broad range of topics that will introduce students to the techniques and strategies of sales.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: MK 110

Total Clock Hours: 50

Tuition: $1139.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

MK 2010 SOCIAL MEDIA ADVERTISING

This course introduces students to the multiply elements of Social Media Advertising. This course will emphasize on techniques for the designing and running an actual E-Marketing campaign, as well as the use of the new rules of media relations.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 50

Tuition: $842.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

MSC 101 MATHEMATICS FOR SOCIAL SCIENCES I

This course is designed for students to learn general mathematical concepts and methods used in a social science perspective. The course reviews concepts ranging from basic arithmetic to basic algebraic principles. Additionally, students will also understand the connections of mathematics to real world situations that include mathematical concepts to resolve.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 50

Method of Delivery: Blended

Tuition: $1139.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

MS 110 MATHEMATICS FOR SOCIAL SCIENCES II

This course is designed as an advancement of conceptual mathematics applied from MS 101. The course will utilize basic mathematic concepts to reach a level of increased competence in mathematics by understanding the application of mathematical equations. An emphasis will be placed upon learning mathematical concepts through practical application to common real life scenarios.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: MSC 101
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

POLS 2010 INTRODUCTION TO POLITICS

This course is designed as an overview of concepts, principles, and practices of politics as background for the study of American politics and their respective national, state, and local institutions. The course will also compare American politics with international systems to show the similarities or differences in our political systems.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $561.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

POLS 2021 AMERICAN GOVERNMENT AND POLITICS

This course is designed as an overview the structure of American national government. The course will introduce ideas and institutions that shape politics in the United States. The course will focus on the Constitution, the modern American governmental institutions, and the political behavior of the American public.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: POLS 2010
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $561.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

PSY 110 INTRODUCTION TO GENERAL PSYCHOLOGY

This course will describe the basic theories, principles, and concepts of psychology as they relate to behaviors and mental processes. This course will also apply psychological theories, principles, and concepts to everyday life, including industry and organizations. The students will learn to compare and contrast material and information from other cultures.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $759.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

QMB 2010 BUSINESS STATISTICS

This course is an introduction to statistical methods and models and software applications for solving business problems in decisions making. The course will introduce topics such as probability and probability distributions, correlation and simple regression analysis, multiple regressions and model building.
Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: MGT 4033/FIN 2021
Total Clock Hours: 50
Tuition: $842.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

TQM 4010 TOTAL QUALITY MANAGEMENT

This course is focused on the implementation of Total Quality Management philosophies in production. This course will be using elements of marketing, organizational behavior, statistical applications and operations management to improve processes and minimize room for errors. During this course students will analyze real life scenarios and apply the learned concepts.
Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: MGT 4033, MGT 3010
Total Clock Hours: 50
Tuition: $842.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

Associate of Applied Science in Diesel Technology

The Associate of Applied Science Degree in the Diesel Technology Program is designed to assist students in gaining the necessary skills and abilities to work in a diesel mechanical environment. Students will learn the basic preventative maintenance procedures for medium and large diesel engines. Students will gain experience working with diesel engine tractors and tractor trailers. Students will learn to work with Detroit Diesel and Cummins Diesel engines. Students will gain experience working with computer diagnostic systems and HVAC. Students who complete this program will be eligible to work at various diesel mechanic shops.

Admissions Requirements:

1. A high school diploma or its equivalency is required for admission into the program;
2. Successful interview with an admissions representative is required prior to admission;

Total Lecture Hours:	**1050 Hours**
Total Lab Hours:	**280 Hours**
Total Externship Hours:	**190 Hours**
Total Program Hours:	**1520 Hours**
Total Length of Time	**66 Weeks**
Total Credit Hours	**125 Credits**

Definition of Academic Year: An academic year will consist of 30 instruction weeks and 36 quarter credit hours.

Full Time Status: Student's enrollment status will be considered full time if they are enrolled in at least 8.0 credit hours in a six week period.

Program Delivery: Blended ***(Residential and Online, please see marked classes)*** The program content is offered through lecture, laboratory, and externship experience. (certain lecture and/or laboratory courses may be delivered online, those courses are identified as blended, below)

BC 110 BUSINESS COMMUNICATION

This course examines basic interpersonal communication processes with practical applications for the business environment. Issues regarding cross-cultural communications and ethical considerations in business communication are discussed. The course will emphasize planning, organizing and delivering oral presentation in a business setting.

Clock hours of lab: 0

Clock hours of classroom lecture: 30

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: NA

Total Clock Hours: 30

Method of Delivery: Blended

Tuition: $787.00

Length of time (1 hr per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

BWC 101 Basics of Welding and Cutting

This course introduces the fundamental principles and an introduction to welding and cutting. Topics include; Arc welding, MIG welding, TIG welding, plasma - Arc welding & cutting, brazing, oxy-acetylene cutting and much more. This course will emphasize understanding flame adjustments, duty cycles, metal alloys, heating with oxy-acetylene and gas welding. Upon completion, students will be able to understand the development of modern welding

Clock hours of lab: 30

Clock hours of classroom lecture: 90

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 120

Tuition: $2,310.00

Length of time (4 hrs per day, 5 days per wk): 6 wks

Lecture	9.0
Lab	1.5
Ext	0.0

TOTAL = 10.5 Qtr Hr

CDC 101 Cummins Diesel Combustion Theory

This course will provide the students the framework for beginning knowledge of the Cummins Diesel engine. Students will learn the identification of the different external and internal components that make up the Cummins Diesel Engine. Students will also gain experience by following an organized hands on disassembly and reassembly process of the Cummins Diesel Engine as well as the importance of the shop manual and electrical/electronic service information.

Clock hours of lab: 10

Clock hours of classroom lecture: 50

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 60

Tuition: $1,210.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	5.0
Lab	0.5
Ext	0.0

TOTAL = 5.5 Qtr Hr

CIS 110 SPREADSHEETS I

The course provides instruction in the operation of spreadsheet software. The student will learn spreadsheet software features while completing real-world business projects. The course provides instruction in analyzing data, making business decisions and simple calculations in an Excel worksheet.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A

Total Clock Hours: 50

Tuition: $1166.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

CIS 121 SPREADSHEETS II

The course provides intermediate instruction in the Excel software. The course will utilize the fundamental concepts obtained and apply that knowledge to insert IF Functions, utilize various filters, use conditional formatting functions, and macros using the developer functions. These concepts will be reinforced by applying the knowledge in case scenarios.

Clock hours of lab: 10

Clock hours of classroom lecture: 40

Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: CIS 110

Total Clock Hours: 50

Tuition: $1166.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

DBS 101 Diesel Brakes, Steering, and Suspension

This course provides the students the opportunity to work with hydraulic, air and disc brake systems found on today's heavy duty vehicles. Students will learn to identify various brake systems and provide routine and preventative maintenance inspections and repairs**,** disassemble and reassemble axles, brake chambers, drums, rotors, wheel bearings, air lines, air valves, air compressors, suspension components such as king pins, springs, air bags, wheel mounting and dismounting tires. The student will be able to locate service information and service procedures necessary to complete any needed repairs by using shop manuals and electronic service information.

Clock hours of lab: 30
Clock hours of classroom lecture: 90
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 120
Tuition: $2,310.00

Length of time (4 hrs per day, 5 days per wk): 6 wks

Lecture	9.0
Lab	1.5
Ext	0.0

TOTAL = 10.5 Qtr Hr

DCD 101 Detroit Diesel Combustion Theory

This course will provide the students the framework for beginning knowledge of the Detroit Diesel Engine. Student will learn to identify and use basic tools and micrometers, safety rule/regulations in and around the shop and identification of different components that make up the Detroit Diesel Engine. Students will also gain experience by following an organized disassembly and reassembly process of Detroit Engines as well as the importance of the shop manual and electrical/electronic service information.

Clock hours of lab: 10
Clock hours of classroom lecture: 50
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 60
Tuition: $1,210.00

Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	5.0
Lab	0.5
Ext	0.0

TOTAL = 5.5 Qtr Hr

DE 101 Diesel Electric

The student will learn the use of diagnostic equipment to diagnose the electronic system on heavy-duty trucks. Students will be prepared to follow an organized thought process in diagnosing electrical/electronic problems, learn about switches, starters, alternators, solenoids, relays, diodes, capacitors, resistors, transistors, lighting systems, batteries and electric motors. Students will be introduced to basic electrical theory, diagnostic skills and reading wiring diagrams.

Clock hours of lab: 30
Clock hours of classroom lecture: 90
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 120
Tuition: $2,310.00

Length of time (4 hrs per day, 5 days per wk): 6 wks

Lecture	9.0
Lab	1.5
Ext	0.0

TOTAL = 10.5 Qtr Hr

DPE 101 Diesel Performance Engine Building

This course introduces the fundamental principles and functions of diesel performance engine building. Topics include combustion basics, volumetric efficiency, laminar airflow, turbine/compressor maps, common rail injection, nitrous and propane injection, tuning tactics and much more. This course will emphasize an understanding of power balancing, porting for flow & swirl, camshafts & valvetrains and electronic engine controls. Upon completion, students will be able to understand the component combination and all other variables involved in diesel performance engines.

Clock hours of lab: 30
Clock hours of classroom lecture: 90
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 120
Tuition: $2,310.00

Length of time (4 hrs per day, 5 days per wk): 6 wks

Lecture	9.0
Lab	1.5
Ext	0.0

TOTAL = 10.5 Qtr Hr

DPM 101 Diesel Preventative Maintenance

In this course the student will cover how to properly perform preventative maintenance inspections (PMI) on various trucks including but not limited to Freightliners, Volvos, Fords, and Internationals. Inspections on the following will be covered in this course; cooling systems, engines, drivetrains, tires, hubs, wheels, brakes, chassis, steering, suspensions and electrical systems. Students will be using electronic service manuals and database systems throughout the course and will have the opportunity to review any material previously covered they feel they need additional help with.

Clock hours of lab: 30
Clock hours of classroom lecture: 90
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 120
Tuition: $2,310.00

Length of time (4 hrs per day, 5 days per wk): 6 wks

Lecture	9.0
Lab	1.5
Ext	0.0

TOTAL = 10.5 Qtr Hr

DSA 101 Diesel System Analysis

The student will learn to work with the diesel engine lubrication, cooling and breathing systems. Other systems covered will include electronic diesel fuel injection and the fuel sub systems including fuel lines, fuel injectors, fuel pumps, fuel filter and fuel tanks. Students will work on Detroit Diesel and Cummins engines featured in Ford, International, and Freightliner trucks. Students will receive an overview of electricity and basic electrical tests used in the diesel shop.

Clock hours of lab: 30
Clock hours of classroom lecture: 90
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 120
Tuition: $2,310.00

Length of time (4 hrs per day, 5 days per wk): 6 wks

Lecture	9.0
Lab	1.5
Ext	0.0

TOTAL = 10.5 Qtr Hr

HVAC 101 Diesel Heating, Ventilation & Air Conditioning

This course will prepare the student for an entry level job related to the Heavy Duty Diesel Truck (HVAC) Heating, Ventilation & Air Conditioning Systems. In this course the student will study heating, ventilation and air conditioning systems service and repair, OSHA regulations, EPA regulations and refrigerant recovery and recycling service procedures will be covered. The student will prepare for ASE's Recovery and Recycling Certification that will allow the student to work in the HVAC diesel industry.

Clock hours of lab: 30
Clock hours of classroom lecture: 90
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 120
Tuition: $2,310.00

Length of time (4 hrs per day, 5 days per wk): 6 wks

Lecture	9.0
Lab	1.5
Ext	0.0

TOTAL = 10.5 Qtr Hr

HYD 101 BASIC HYDRAULICS

This course introduces the fundamental principles and functions of hydraulic systems. Topics include hydraulic fluid properties and performance, hydrostatics, system controls, symbols, pumps, actuators, control valves, compensators. This course will emphasize good maintenance procedures, troubleshooting techniques, and safety practices. Upon completion, students will be able to understand the operation of a fluid power system.

Clock hours of lab: 30
Clock hours of classroom lecture: 90
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 120
Tuition: $2,310.00

Length of time (4 hrs per day, 5 days per wk): 6 wks

Lecture	9.0
Lab	1.5
Ext	0.0

TOTAL = 10.5 Qtr Hr

ENGL 133 READING COMPREHENSION

This course provides instruction in critical reading and thinking skills necessary for college reading and research. The course includes instruction in critical analysis, critical interpretation, and advanced instruction in vocabulary and literal comprehension. Materials used in this course will be high interest selections such as short essays, newspaper & magazine articles, general stories, etc. The instructor will help students analyze, synthesize and interpret general reading materials including some with abstract concepts; increase speed and comprehension in silent reading; develop the skill to deduce the meaning of unfamiliar vocabulary from context; read for enjoyment; and at the same time gain new vocabulary words and sentence structures.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $787.00

Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ENGL 145 TECHNICAL WRITING

This course will teach students how to communicate clearly and effectively, changing writing style and content for varying audiences and purposes. The course will focus on meeting readers' needs while representing the interests of your employer. The assignments will cover a variety of tasks produced under different circumstances.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended

Tuition: $787.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

EX-AAS DT 101 Externship

The student will learn how to apply the skills acquired in the course work for AAS in Diesel Technology in a hands-on work environment. The student spends 190 hours in a diesel technology environment utilizing the skills learned in the classroom and lab setting. This course fine tunes the skills learned and reinforces the role and functions of diesel technician. The externship will be an unpaid, supervised experience in a typical diesel technician environment.

Clock hours of lab: 0
Clock hours of classroom lecture: 0
Clock hours of Externship: 190
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: Successful completion of program content to this point.
Total Clock Hours: 190
Tuition: $2110.00
Length of time (6.5 hrs per day, 5 days per wk): 6 wks

Lecture	0.0
Lab	0.0
Ext	6.0

TOTAL = 6.0 Qtr Hr

MMT 110 MATH FOR MECHANICAL TECHNOLOGY

This course is designed for all mechanical profession students. The course will assist students in reaching a level of increased competence in mathematics and expanded understanding of the applications of mathematical concepts in business and mechanical activities. Emphasis is placed upon learning mathematical concepts through practical application to common mechanical problems.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $787.00
Length of time (1 hr per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

PSY 110 INTRODUCTION TO GENERAL PSYCHOLOGY

This course will describe the basic theories, principles, and concepts of psychology as they relate to behaviors and mental processes. This course will also apply psychological theories, principles, and concepts to everyday life, including industry and organizations. The students will learn to compare and contrast material and information from other cultures.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $787.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	1.0
Lab	1.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

Associate of Applied Science in Automotive Technology

The Associate of Applied Science Degree in the Automotive Technology Program is designed to assist students in gaining the necessary skills and abilities to work in a mechanical environment. Students will learn the basic preventive maintenance procedures for gasoline engines, brake systems, transmissions, electrical systems, trans-axels, diagnostic equipment, steering and suspension. Students will gain experience working with domestic and imported vehicles. Students will gain experience working with computer diagnostic systems and HVAC. Students who complete this program will be eligible to work at various mechanic shops.

Admissions Requirements:

1. A high school diploma or its equivalency is required for admission into the program;
1. Successful interview with an admissions representative is required prior to admission;

Total Lecture Hours:	**1220 Hours**
Total Lab Hours:	**350 Hours**
Total Externship Hours:	**190 Hours**
Total Program Hours:	**1760 Hours**
Total Length of Time	**72 Weeks**
Total Credit Hours	**145.5 Credits**

Definition of Academic Year: An academic year will consist of 30 instruction weeks and 36 quarter credit hours.

Full Time Status: Student's enrollment status will be considered full time if they are enrolled in at least 8.0 credit hours in a six week period.

Program Delivery: Blended ***(Residential and Online, please see marked classes)*** The program content is offered through lecture, laboratory, and externship experience. (certain lecture and/or laboratory courses may be delivered online, those courses are identified as blended, below)

ABS 101 Auto Brake Systems

In this course the student will study the modern day braking systems used on today's vehicles. They will cover the design, operation and repair of hydraulic brakes along with antilock braking systems. In the automotive shop the student will practice proper inspection and troubleshooting techniques on live trainers. The student will inspect and diagnose both ABS and non ABS brake systems. Students will practice measuring, as well as resurfacing, both brake rotors and brake drums. The hydraulic portion of the braking system will also be covered in this module.

Clock hours of lab: 30
Clock hours of classroom lecture: 90
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 120
Tuition: $2205.00

Length of time (4 hrs per day, 5 days per wk): 6 wks

Lecture	9.0
Lab	1.5
Ext	0.0

TOTAL = 10.5 Qtr Hr

ADT 101 Automotive Drive Train

During this module the student will be introduced into all the different components that make up the automotive drive train. Some of these components include the clutch, standard transmission, drive shaft, u-joints, and differential and drive axles. The student will study the design, operation and repair procedures associated with these units. The main focus will be on front wheel drive vehicles however rear wheel drive vehicle will also be covered in this module.

Clock hours of lab: 30
Clock hours of classroom lecture: 90
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 120
Tuition: $2205.00

Length of time (4 hrs per day, 5 days per wk): 6 wks

Lecture	9.0
Lab	1.5
Ext	0.0

TOTAL = 10.5 Qtr Hr

AEB-101 Automotive Performance Engine Building

In the performance engine building and assembly class, students take an in-depth look at modern performance engine components and what it takes to disassemble, measure, inspect and build an engine for high-performance applications. The student will have to choose the right performance ingredients to make their particular engine perform better than it came from the factory. Students will complete this class with a firm understanding of all that goes into blueprinting a high-performance, high, horse-power gasoline combustion engine. This module will also allow students to run and test the high horse-power engines that they disassembled, inspected, measured & assembled during lab time. Careful planning and forethought will be demonstrated by the students as they embark on an exciting venture into the performance engine building realm.

Clock hours of lab: 30
Clock hours of classroom: 90
Clock hours of individual and small group tutoring: Provided to student on an as-needed basis
Pre-Requisite: GCE 101, AED 101, AES 101
Total Clock Hours: 120
Tuition: $2205.00

Length of time: (4 hrs per day, 5 days per wk): 6 wks

Lecture	9.0
Lab	1.5
Ext	0.0

TOTAL = 10.5 Qtr Hr

AED 101 Automotive Engine Diagnostics

During this module the student will be introduced to computer systems used on today's complex fuel-efficient engines. Students will study basic computer sensors, circuits and operation. Students will study, test and replace everything from the input sensors to the actuators that keep these engines running. Fuel pumps, fuel injectors, fuel pressure regulators, ignition distributors, ignition coils, input sensors and actuators are just some of the components used on the modern gasoline engine that students will be working with. Scan tools will be used to monitor the same data that the engine computer uses to run the engine. Students will use this information to repair simple misfire problems to more difficult drivability issues.

Clock hours of lab: 30
Clock hours of classroom lecture: 90
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 120
Tuition: $2205.00

Length of time (4 hrs per day, 5 days per wk): 6 wks

Lecture	9.0
Lab	1.5
Ext	0.0

TOTAL = 10.5 Qtr Hr

AEM-101 Automotive Engine Management & Performance Training

In the automotive engine management and performance tuning class, students will test, repair, and demonstrate a sound understanding of the engine management system and how it controls the operation of modern performance gasoline engines. Computer tuning, air-fuel ratios, variable valve timing control, forced-induction, high-performance fuel systems and spark control are some of the topics highlighted in this module.

Clock hours of lab: 30
Clock hours of classroom lectures: 90
Clock hours of individual and small group tutoring: Provided to student on an as-needed basis

Pre-requisite: GCE 101, AED 101, AES 101
Total Clock Hours: 120
Tuition: $2205.00
Length of time (1 hr per day, 5 days per wk): 6 wks

Lecture	9.0
Lab	1.5
Ext	0.0

TOTAL = 10.5 Qtr Hr

AES 101 Automotive Electric System

This course will introduce the student to basic electricity and electronics. The study of Ohm's law will allow the student to understand electrical circuits and other electrical components. The student will identify electrical components; work with batteries, starters, alternators and electrical circuits. The student will use a digital volt Ohm meter (DVOM) on various circuits and components. Available voltage, voltage drop and amperage are some of the tests that will be performed in the shop on various types of circuits. Circuit protection devices, relays, motors, starters and alternators will also be tested in the shop.

Clock hours of lab: 30
Clock hours of classroom lecture: 90
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 120
Tuition: $2205.00
Length of time (4 hrs per day, 5 days per wk): 6 wks

Lecture	9.0
Lab	1.5
Ext	0.0

TOTAL = 10.5 Qtr Hr

APM 101 Automotive Preventative Maintenance

In this course the student will perform Preventive Maintenance Inspections (PMI) on passenger cars and light duty trucks. The student will cover how to properly perform PMI's and which items to inspect. Some of the systems checked during the inspection include the cooling system, engine, drive train, tires, wheels, brakes, steering, suspension and electrical systems. Students will use electronic service manuals and database systems to find and follow manufacturer service schedules. The student will have an opportunity to review any material (previously covered) they feel they may need help with.

Clock hours of lab: 30
Clock hours of classroom lecture: 90
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 120
Tuition: $2205.00
Length of time (4 hrs per day, 5 days per wk): 6 wks

Lecture	9.0
Lab	1.5
Ext	0.0

TOTAL = 10.5 Qtr H

AT 101 Automotive Transmission

During this module the student will be introduced into the world of automatic transmissions. Students will study hydraulic principles, rules of engagement, maintenance and service procedures that apply to automatic transmissions. Students will perform transmission inspections, oil pressure tests, stall tests as well as shift point tests in order to properly diagnose transmission performance problems. Oil seals, different types of 'O' rings, oil pumps, shift solenoids, clutch packs, planetary gear sets, torque converters, input devices and actuators are just some of the transmission components that will be covered.

Clock hours of lab: 30
Clock hours of classroom lecture: 90
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 120
Tuition: $2205.00
Length of time (4 hrs per day, 5 days per wk): 6 wks

Lecture	9.0
Lab	1.5
Ext	0.0

TOTAL = 10.5 Qtr Hr

BC 110 BUSINESS COMMUNICATION

This course examines basic interpersonal communication processes with practical applications for the business environment. Issues regarding cross-cultural communications and ethical considerations in business communication are discussed. The course will emphasize planning, organizing and delivering oral presentation in business setting

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $787.00
Length of time (1 hr per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

MMT 110 MATH FOR MECHANICAL TECHNOLOGY

This course is designed for all mechanical profession students. The course will assist students in reaching a level of increased competence in mathematics and expanded understanding of the applications of mathematical concepts in business and mechanical activities. Emphasis is placed upon learning mathematical concepts through practical application to common mechanical problems.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis

Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $787.00
Length of time (1 hr per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

CIS 110 SPREADSHEETS I

The course provides instruction in the operation of spreadsheet software. The student will learn spreadsheet software features while completing real-world business projects. The course provides instruction in analyzing data, making business decisions and simple calculations in an Excel worksheet.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 50
Tuition: $1166.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

CIS 121 SPREADSHEETS II

The course provides intermediate instruction in the Excel software. The course will utilize the fundamental concepts obtained and apply that knowledge to insert IF Functions, utilize various filters, use conditional formatting functions, and macros using the developer functions. These concepts will be reinforced by applying the knowledge in case scenarios.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: CIS 110
Total Clock Hours: 50
Tuition: $1166.00
Length of time (2 hrs per day, 5 days per wk): 6 wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL = 4.5 Qtr Hr

ENGL 133 READING COMPREHENSION

This course provides instruction in critical reading and thinking skills necessary for college reading and research. The course includes instruction in critical analysis, critical interpretation, and advanced instruction in vocabulary and literal comprehension. Materials used in this course will be high interest selections such as short essays, newspaper & magazine articles, general stories, etc. The instructor will help students analyze, synthesize and interpret general reading materials including some with abstract concepts; increase speed and comprehension in silent reading; develop the skill to deduce the meaning of unfamiliar vocabulary from context; read for enjoyment and at the same time gain new vocabulary words and sentence structures.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $787.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

ENGL 145 TECHNICAL WRITING

This course will teach students how to communicate clearly and effectively, changing writing style and content for varying audiences and purposes. The course will focus on meeting readers' needs while representing the interests of your employer. The assignments will cover a variety of tasks produced under different circumstances.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $787.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL = 3.0 Qtr Hr

EX-AAS AT 101 Automotive Technology Externship

The student will learn how to apply the skills acquired in the course work for AAS in Automotive Technology in a hands-on work environment. The student spends 190 hours in an automotive technician environment utilizing the skills learned in the classroom and lab setting. This course fine tunes the skills learned and reinforces the role and functions of automotive technician. The externship will be an unpaid, supervised experience in a typical automotive technician environment.

Clock hours of lab: 0
Clock hours of classroom lecture: 0
Clock hours of Externship: 190
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: Successful completion of program content to this point.
Total Clock Hours: 190
Method of Delivery: Blended
Tuition: $1205.00
Length of time (6.5 hrs per day, 5 days per wk): 6 wks

Lecture	0.0
Lab	0.0
Ext	6.0

TOTAL = 6.0 Qtr Hr

GCE 101 Gasoline Engine Theory
In this course the student will study the modern Internal Combustion Engine. The theory portion of this course will explain the purpose, function and repairs associated with the internal combustion gasoline engine. The hands on portion of this module will allow the student to gain knowledge and experience on the gasoline internal combustion engine. The student will discuss, inspect, disassemble, measure and reassemble the gasoline internal combustion engine. Upon completion of this course the student will understand the function of the gasoline internal combustion engine.
Clock hours of lab: 30
Clock hours of classroom lecture: 90
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 120
Tuition: $2205.00
Length of time (4 hrs per day, 5 days per wk): 6 wks

Lecture	9.0
Lab	1.5
Ext	0.0

TOTAL = 10.5 Qtr Hr

HVAC 102 Automotive HVAC
Heating, ventilation and air conditioning will be the main topics studied in this module. The student will be prepared to understand, diagnose and service the HVAC units in today's complex vehicles. This course will cover the principles of heating and cooling, component identification and service procedures. The student will cover state and federal regulations regarding automotive type refrigerants. The student qualifies to take ASE's Recovery and Recycling Certification Examination.
Clock hours of lab: 30
Clock hours of classroom lecture: 90
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: NA
Total Clock Hours: 120
Tuition: $2205.00
Length of time (4 hrs per day, 5 days per wk): 6 wks

Lecture	9.0
Lab	1.5
Ext	0.0

TOTAL = 10.5 Qtr Hr

PSY 110 INTRODUCTION TO GENERAL PSYCHOLOGY
This course will describe the basic theories, principles, and concepts of psychology as they relate to behaviors and mental processes. This course will also apply psychological theories, principles, and concepts to everyday life, including industry and organizations. The students will learn to compare and contrast material and information from other cultures.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $787.00
Length of time (1 hrs per day, 5 days per wk): 6 wks

Lecture	3.0
Lab	0.0
Ext	

TOTAL = 3.0 Qtr Hr

SSA 101 Auto Suspension& Steering
Rack and pinion steering, electronic steering, Mc Pherson Struts and air suspension are just some of the items covered in this module. Component identification, suspension inspection, alignment procedures, alignment angels and theory will also be studied. The student will study all the major types of suspension and steering systems used on today's vehicles. This will allow the student to effectively inspect and repair these systems. A good understanding of these systems is necessary to maintain these systems in good working order and more importantly in a safe operating condition.
Clock hours of lab: 30
Clock hours of classroom lecture: 90
Clock hours of individual and small group tutoring: provided to student on an as-needed basis
Pre-Requisite: N/A
Total Clock Hours: 120
Tuition: $2205.00
Length of time (4 hrs per day, 5 days per wk): 6 wks

Lecture	9.0
Lab	1.5
Ext	0.0

TOTAL = 10.5 Qtr Hr

Associate of Applied Science in Web and Mobile Marketing Development

This program is designed to prepare students seeking employment in Web and Mobile Marketing Development. Students will gain knowledge in building an app utilizing Swift (Apple), data operations, control flows, debugging; Xcode, building and running an app, prototyping, project planning programming, HTML and CSS computer programming, online advertising, social media, online privacy, and marketing technologies. As part of the curriculum, students will be awarded Swift (Apple), Software Development Fundamentals, Adobe Photoshop, Javascript, and Microsoft MTA certifications.

Admissions Requirements:

- A high school diploma or its equivalency is required for admission into the program;
- Successful interview with an admissions representative is required prior to admissions
- Background check
- HESSI Entrance Exam

Total Lecture Hours: 1050 Hrs
Total Lab Hours: 130 Hrs Total
Externship Hours: 0
Total Program Hours: 1180 Hrs
Total Length of Time: 78 Weeks
Total Credit Hours: 111.50

Full Time Status: Student's enrollment status will be considered full time if the student is enrolled in at least 7.5 credit hours in a six-week period.

Program Delivery: Blended ***(Residential and Online, please see marked classes)*** The program content is offered through lecture, laboratory, and externship experience. (certain lecture and/or laboratory courses may be delivered online, those courses are identified as blended, below)

Outside Preparation Policy
SU policy states that all instructors within the certificate programs must assign a minimum amount of outside preparation hours in the form of homework, research, and group projects. The minimum amount of outside preparation is noted in each course syllabi. Instructors are encouraged to assign additional outside preparation activities / project hours as they see necessary

ALG 110 ALGEBRA I

This course is designed to provide understanding of basic properties of real numbers and to use algebraic models to solve verbal problems with linear and quadratic equation, complex numbers, factoring and graphs. Emphasis is placed on manipulation of algebraic equations, problem solving and their correlation to general arithmetic.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Pre-Requisite: N/A Total
Clock Hours: 30
Method of Delivery: Blended
Tuition: $787.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 3.0 Qtr Hr

APL 110 INTRODUCTION TO SWIFT

In this course students will learn the basics of building an app. Students will learn about good variable naming conventions, strings, logging, abstract thinking, and functions. Students will also become familiar with Swift Playground and will build their first app by modifying an existing one. At the end of this course, will be able to build a simple app that applies the concepts covered in this course. **Clock hours of lab: 0**
Clock hours of classroom lecture: 30
Pre-Requisite: N/A Total
Clock Hours: 30
Tuition: $1125.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 3.0 Qtr Hr

APL 121 DATA TYPES AND CONTROL STRUCTURES IN SWIFT

In this course students will learn how to store data in an app and control of flow of execution using control structures. Students will about constants and variables, primitive data types, functions and parameters, conditional statements, objects, and arrays and loops. At the end of this course, students will be able to create an app that applies the concepts covered in this course.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Pre-Requisite: APL 110
Total Clock Hours: 30
Tuition: $ 1125.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 3.0 Qtr Hr

APL 133 DATA STRUCTURES IN SWIFT

In this course students will begin learning how to build a user interface for an app. Students will learn about structures, data sources, actions and outlets, adaptive user interfaces, enumerations and switches, and the app design cycle. At the end of this course, students will build an app that applies the concepts covered in this course.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Pre-Requisite: APL 121
Total Clock Hours: 30
Tuition: $ 1125.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 3.0 Qtr Hr

APL 210 INTRODUCTION TO APP DEVELOPMENT

In this course students will begin learning how to build an app utilizing Swift (Apple). Learn the basics of data, operators, and control flow in Swift, as well as documentation, debugging, Xcode, building and running an app, and Interface Builder. At the end of this course, students will create a simple flashlight app that lets the user tap the screen to toggle its color between black and white.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Pre-Requisite: APL 133
Total Clock Hours: 30
Tuition: $ 1125.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 3.0 Qtr Hr

APL 220 INTRODUCTION TO UIKIT

In this course students will begin learn about Swift strings, functions, structures, collections, and loops. Also, learn about UIKit and how to display data using Auto Layout and stack views. At the end of this course, students will build a word-guessing game app utilizing the skills obtained in previous classes.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Pre-Requisite: APL 210
Total Clock Hours: 30
Tuition: $1125.00
Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 3.0 Qtr Hr

APL 230 TABLES AND PERSISTANCE
In this course students will begin learn how to build simple workflows and navigation hierarchies. Students will learn about navigation controllers, tab bar controllers, segues, optionals, and enumerations. At the end of this course, students will build a personality quiz app that applies the concepts covered in this course.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Pre-Requisite: APL 220
Total Clock Hours: 30
Tuition: $1125.00
Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 3.0 Qtr Hr

APL 240 NAVIGATION AND WORKFLOWS
In this course students will begin learn how to build complex input screens for your apps. Students will learn about scroll views, table views, sharing and saving data, and how to work with images. At the end of this course, students will build a task-tracking app that applies the concepts covered in this course.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Pre-Requisite: APL 230
Total Clock Hours: 30
Tuition: $1125.00
Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 3.0 Qtr Hr

APL 250 WORKING WITH THE WEB
In this course students will begin learn how to give apps some style and personality. Students will learn about animations, concurrency, closures, and how to work with the web. At the end of this course, students will build a restaurant menu ordering app that applies the concepts covered in this course.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Pre-Requisite: APL 240
Total Clock Hours: 30
Tuition: $1125.00
Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 3.0 Qtr Hr

APL 260 PROTOTYPING AND PROJECT PLANNING
In this course students will begin learn how to take the next step on a personal project. Students will learn about designing, prototyping, and architecting an app. At the end of this course, students will begin building an app of their own design that applies some of the concepts covered in this and previous courses in the APL sequence.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Pre-Requisite: APL250
Total Clock Hours: 30
Tuition: $1125.00
Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 3.0 Qtr Hr

BC 110 BUSINESS COMMUNICATION This course examines basic interpersonal communication processes with practical applications for the business environment. Issues regarding cross- cultural communications and ethical consideration in business communication are discussed. The course will emphasize planning, organizing and delivering oral presentation oral presentation in business setting. **Clock hours of lab: 0**
Clock hours of classroom lecture: 30
Pre-Requisite: N/A Total
Clock Hours: 30
Method of Delivery: Blended
Tuition: $787.00
Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 3.0 Qtr Hr

BM 101 BUSINESS MATH FOR SOCIAL SCIENCES
This course is designed for students to learn mathematical concepts and methods used in

management, social science, and business. Additionally, students will also understand the connections of mathematics to other disciplines within the business realm.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Pre-Requisite: N/A Total
Clock Hours: 50
Method of Delivery: Blended
Tuition: $1166.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL= 4.5 Qtr Hr

CIS 114 INTRODUCTION TO HTML AND CSS

This course provides basic knowledge in HTML, the structure of HTML documents, CSS, as well as learn simple web page design and explain the basics of CSS for the Microsoft MTA 98-383 (Introduction to Programming Using HTML and CSS) certification exam.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Pre-Requisite: N/A Total
Clock Hours: 30
Tuition: $825.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 3.0 Qtr Hr

CIS 115 HTML AND CSS PROGRAMMING

This course will present multimedia and style web pages using HTML and CSS, students will able to style a simple web page with CSS as well as have them well prepared for the Microsoft MTA 98-383 (Introduction to Programming Using HTML and CSS) certification exam.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Pre-Requisite: N/A Total
Clock Hours: 30
Tuition: $825.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 3.0 Qtr Hr

CIS 133 GRAPHIC DESIGN I

This course provides the fundamentals techniques for digital imaging using Adobe Photoshop. During this course student will learn to use imaging- editing tools which will include Photoshop's GUI. The student will also learn how to customize the design environment of the Adobe Photoshop Software.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Pre-Requisite: CIS 110
Total Clock Hours: 50
Tuition: $1166.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL= 4.5 Qtr Hr

CIS 145 GRAPHIC DESIGN II

This course provides the fundamentals techniques for creating digital animation and interactive websites using Adobe Flash software. During this course student will learn to create and engage in applications such as video, sound, graphics, and animation.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Pre-Requisite: CIS 133
Total Clock Hours: 50
Tuition: $1166.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL= 4.5 Qtr Hr

CS 131 INTRODUCTION TO COMPUTER PROGRAMMING

In this course students will learn how to build projects that explore the basic elements of programming. These functions include built-in data types, conditionals and loops, arrays, input and output methods, functions, and modules. At the end of this course, students will have the ability to solve basic computation problems.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Pre-Requisite: N/A Total
Clock Hours: 50
Tuition: $1237.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL= 4.5 Qtr Hr

CS 132 OBJECT ORIENTED PROGRAMMING

This course is a continuation of and builds on the skills learned in CS 131. Students will build projects to learn about object-oriented programming, which includes the use and creation of data types. At the end of this course, students will have the ability to solve basic to intermediate computation problems.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Pre-Requisite: CS 131
Total Clock Hours: 50
Tuition: $1237.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL= 4.5 Qtr Hr

CS 133 ALGORITHMS AND DATA STRUCTURES

This course builds on the skills learned in both CS131 and CS132. The course is predominantly based on building projects to learn about algorithms and data structures. At the end of this course, students will have the ability to solve intermediate to moderately complex computation problems.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Pre-Requisite: CS 132
Total Clock Hours: 30
Tuition: $825.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 3.0 Qtr Hr

EDUC 121 COLLEGE STUDIES

This course prepares students with the academic and organizational skills to successfully complete college courses. This is done by showing the students how to efficiently take notes, prepare for research projects, and study for higher educational exams. Additionally, the course is designed for students to develop job readiness skills by teaching writing, research, and analytical skills for workforce preparation.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Pre-Requisite: N/A Total
Clock Hours: 50
Method of Delivery: Blended
Tuition: $1166.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL= 4.5 Qtr Hr

ENGL 133 READING COMPREHENSION

This course provides instruction in critical reading and thinking skills necessary for college reading and research. The course includes instruction in critical analysis, critical interpretation, and advanced instruction in vocabulary and literal comprehension. Materials used in this course will be high interest selections such as short essays, newspaper & magazine articles, general stories, etc. The instructor will help students analyze, synthesize and interpret general reading materials including some with abstract concepts; increase speed and comprehension in silent reading; develop the skill to deduce the meaning of unfamiliar vocabulary from context; read for enjoyment; and at the same time gain new vocabulary words and sentence structures.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Pre-Requisite: N/A Total
Clock Hours: 30
Method of Delivery: Blended
Tuition: $787.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 3.0 Qtr Hr

ENGL 145 TECHNICAL WRITING

This course will teach students how to communicate clearly and effectively, changing writing style and content for varying audiences and purposes. The course will focus on meeting readers' needs while representing the interests of your employer. The assignments will cover a variety of tasks produced under different circumstances.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Pre-Requisite: N/A Total
Clock Hours: 30
Method of Delivery: Blended
Tuition: $787.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 3.0 Qtr Hr

GEO 101 GEOLOGY I

This course is designed to provide the students with the foundation and knowledge of geology through brief investigations of all major facets of earth science including earth structure, minerals, igneous rocks and volcanoes, metamorphic rocks, weathering and sedimentary rocks, geologic time, plate tectonics,

earthquakes, groundwater, and climate change. In addition, environmental principles and natural resource conservation will be stressed throughout the course.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Pre-Requisite: N/A Total
Clock Hours: 30
Tuition: $787.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 3.0 Qtr Hr

MK 110 MARKETING I

Marketing is an essential role of every business organization and marketing activities must be performed, to some extent, for the survival of every business organization. This course is designed to be an introduction to the board concept of marketing mix for the future manager. Management students will progress through the topics of generic functions of business the environment of business, market planning, information, and segmentation, consumer behavior, marketing ethics, and marketing strategy. **Clock hours of lab: 10**
Clock hours of classroom lecture: 40
Pre-Requisite: N/A Total
Clock Hours: 50
Method of Delivery: Blended
Tuition: $1139.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL= 4.5 Qtr Hr

MK 121 MARKETING II

This course provides an overview of contemporary strategies in sales. The course will concentrate on improving communication skills, customer service skills, building a personal relationship with customers, and incorporating technology in sales. The course covers a broad range of topics that will introduce students to the techniques and strategies of sales.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Pre-Requisite: MK110
Total Clock Hours: 50
Tuition: $1139.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL= 4.5 Qtr Hr

MK 2010 SOCIAL MEDIA ADVERTISING This course introduces students to the multiply elements of Social Media Advertising. This course will emphasize on techniques for the designing and running an actual E-Marketing campaign, as well as the use of the new rules of media relations.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Pre-Requisite: N/A Total
Clock Hours: 50
Tuition: $842.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL= 4.5 Qtr Hr

PSY 110 INTRODUCTION TO PSYCHOLOGY This course will describe the basic theories, principles, and concepts pf psychology as they relate to behaviors and mental processes. This course will also apply psychological theories, principles, and concepts to everyday life, including industry and organizations. The students will learn to compare and contrast material and information from other cultures.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Pre-Requisite: N/A Total
Clock Hours: 30
Tuition: $787.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 3.0 Qtr Hr

WEB 310 DIGITAL MARKETING FUNDAMENTALS

In this course students will begin learn about online advertising, search, social media, and online privacy. Students will gain knowledge about online advertising effectiveness, best practices for social media marketing, and building a brand. By the end of this course, students will be able to discuss digital marketing strategy at the introductory level.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Pre-Requisite: N/A Total
Clock Hours: 50
Tuition: $1237.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	4.0
Lab	0.5

Ext 0.0
TOTAL= 4.5 Qtr Hr

WEB 320 DIGITAL MARKETING
In this course students will begin learn about using the latest marketing technologies to begin putting together a digital marketing campaign. Students will learn what goes into managing a digital marketing campaign and how to assess the effectiveness of the digital marketing campaign. By the end of this course, students will know how to begin planning a digital marketing campaign and strategy.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Pre-Requisite: WEB 310
Total Clock Hours: 30
Tuition: $825.00
Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 3.0
Lab 0.0
Ext 0.0
TOTAL= 3.0 Qtr Hr

WEB 191 INTRODUCTION TO JAVASCRIPT This course has been designed to prepare students for the Microsoft MTA 98-382 (Introduction to Programming Using JavaScript) certification exam. Students will learn about operators, methods, variables, data types, functions, and execution flow structures. At the end of this course, students will able to solve basic computation problems in JavaScript.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Pre-Requisite: N/A Total
Clock Hours: 30
Tuition: $825.00
Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 3.0
Lab 0.0
Ext 0.0
TOTAL= 3.0 Qtr Hr

WEB 192 JAVASCRIPT PROGRAMMING
This course contains advanced materials designated from Javascript I needed for the Microsoft MTA 98-382 (Introduction to Programming Using Javascript) certification exam. Students will learn to interact with the Document Object Model (DOM) and interact with HTML forms. At the end of this course, students will able manipulate DOM elements using Javascript.
Clock hours of lab: 10
Clock hours of classroom lecture: 40
Pre-Requisite: WEB 191
Total Clock Hours: 50
Tuition: $1237.00
Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 4.0
Lab 0.5
Ext 0.0
TOTAL= 4.5 Qtr Hr

WP 101 WORD PROCESSING
This course covers the use of a technology, Microsoft Word that is commonly in any profession to create and format reports, drafts, letters, brochures, and for professional communication. Content includes creating, saving, retrieving, editing, formatting, enhancing, printing, and merging a variety of documents.
Clock hours of lab: 20
Clock hours of classroom lecture: 10
Pre-Requisite: N/A Total
Clock Hours: 30
Method of Delivery: Blended
Tuition: $528.00
Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 1.0
Lab 1.0
Ext 0.0
TOTAL= 2.0 Qtr Hr

Associate of Applied Science in Computer Information Technology Systems

This program is designed to prepare students seeking employment in Computer Information Technology Systems. Students will understand the principles and practices of technology by gaining knowledge in HTML and CSS computer programming, algorithms, data structure, hardware, networking, cyber security, troubleshooting, and operation systems. As part of the curriculum, students will be awarded CompTIA A+, CompTIA Security, CompTIA Network, CompTIA CySa, Software Development Fundamentals, Adobe Photoshop, Javascript, and Microsoft MTA certifications. Graduates of the program can except to be hired under computer occupation, computer and information analysts, computer support specialist, and other computer occupations.

Admissions Requirements:

- A high school diploma or its equivalency is required for admission into the program;
- Successful interview with an admissions representative is required prior to admissions
- Background check
- HESSI entrance exam

Total Lecture Hours: 1050 Hrs
Total Lab Hours: 190 Hrs
Total Externship Hours: 0 Hrs
Total Program Hours: 1240 Hrs
Total Length of Time: 78 Weeks
Total Credit Hours: 114.50

Full Time Status: Student's enrollment status will be considered full time if the student is enrolled in at least 7.5 credit hours in a six-week period.

Program Delivery: Blended ***(Residential and Online, please see marked classes)*** The program content is offered through lecture, laboratory, and externship experience. (certain lecture and/or laboratory courses may be delivered online, those courses are identified as blended, below)

Outside Preparation Policy
SU policy states that all instructors within the certificate programs must assign a minimum amount of outside preparation hours in the form of homework, research, and group projects. The minimum amount of outside preparation is noted in each course syllabi. Instructors are encouraged to assign additional outside preparation activities / project hours as they see necessary.

BC 110 BUSINESS COMMUNICATION

This course examines basic interpersonal communication processes with practical applications for the business environment. Issues regarding cross-cultural communications and ethical consideration in business communication are discussed. The course will emphasize planning, organizing and delivering oral presentation oral presentation in business setting.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $787.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 3.0 Qtr Hr

BM 101 BUSINESS MATH FOR SOCIAL SCIENCES

This course is designed for students to learn mathematical concepts and methods used in management, social science, and business. Additionally, students will also understand the connections of mathematics to other disciplines within the business realm.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Pre-Requisite: N/A
Total Clock Hours: 50
Method of Delivery: Blended
Tuition: $1166.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL= 4.5 Qtr Hr

ALG 110 ALGEBRA I

This course is designed to provide understanding of basic properties of real numbers and to use algebraic models to solve verbal problems with linear and quadratic equation, complex numbers, factoring and graphs. Emphasis is placed on manipulation of algebraic equations, problem solving and their correlation to general arithmetic.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $787.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 3.0 Qtr Hr

CIS 110 SPREADSHEETS I

The course provides instruction in the operation of spreadsheet software. The student will learn spreadsheet software features while completing real-world business projects. The course provides instruction in analyzing data, making business decisions and simple calculations in an Excel worksheet.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Pre-Requisite: ALG 110
Total Clock Hours: 50
Tuition: $1166.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL= 4.5 Qtr Hr

CIS 114 INTRODCUTION TO HTML AND CSS

This course provides basic knowledge in HTML, the structure of HTML documents, CSS, as well as learn simple web page design and explain the basics of CSS for the Microsoft MTA 98-383 (Introduction to Programming Using HTML and CSS) certification exam.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $825.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 3.0 Qtr Hr

CIS 115 HTML AND CSS PROGRAMMING

This course will present multimedia and style web pages using HTML and CSS, students will able to style a simple web page with CSS as well as have them well prepared for the Microsoft MTA 98-383 (Introduction to Programming Using HTML and CSS) certification exam.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Pre-Requisite: CIS 114
Total Clock Hours: 30
Tuition: $825.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 3.0 Qtr Hr

CIS 121 SPREADSHEETS II

The course provides intermediate instruction in the Excel software. The course will utilize the fundamental concepts obtained and apply that knowledge to insert IF Functions, utilize various filters, use conditional formatting functions, and macros using the developer functions. These concepts will be reinforced by applying the knowledge in case scenarios.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Pre-Requisite: CIS 110
Total Clock Hours: 50
Tuition: $1166.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture 4.0
Lab 0.5
Ext 0.0
TOTAL= 4.5 Qtr Hr

CIS 133 GRAPHIC DESIGN I

This course provides the fundamentals techniques for digital imaging using Adobe Photoshop. During this course student will learn to use imaging- editing tools which will include Photoshop's GUI. The student will also learn how to customize the design environment of the Adobe Photoshop Software.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Pre-Requisite: CIS 110
Total Clock Hours: 50
Tuition: $1166.00

Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 4.0
Lab 0.5
Ext 0.0
TOTAL= 4.5 Qtr Hr

CIS 145 GRAPHIC DESIGN II

This course provides the fundamentals techniques for creating digital animation and interactive websites using Adobe Flash software. During this course student will learn to create and engage in applications such as video, sound, graphics, and animation.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Pre-Requisite: CIS 133
Total Clock Hours: 50
Tuition: $1166.00

Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 4.0
Lab 0.5
Ext 0.0
TOTAL= 4.5 Qtr Hr

CS 131 INTRODUCTION TO COMPUTER PROGRAMMING

In this course students will learn how to build projects that explore the basic elements of programming. These functions include built-in data types, conditionals and loops, arrays, input and output methods, functions, and modules. At the end of this course, students will have the ability to solve basic computation problems.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Pre-Requisite: N/A
Total Clock Hours: 50
Tuition: $1237.00

Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 4.0
Lab 0.5
Ext 0.0
TOTAL= 4.5 Qtr Hr

CS 132 OBJECT ORIENTED PROGRAMMING

This course is a continuation of and builds on the skills learned in CS 131. Students will
build projects to learn about object-oriented programming, which includes the use and creation of data types. At the end of this course, students will have the ability to solve basic to intermediate computation problems.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Pre-Requisite: CS 131
Total Clock Hours: 50
Tuition: $1237.00

Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 4.0
Lab 0.5
Ext 0.0
TOTAL= 4.5 Qtr Hr

CS 133 ALGORITHMS AND DATA STRUCTURES

This course builds on the skills learned in both CS131 and CS132. The course is predominantly based on building projects to learn about algorithms and data structures. At the end of this course, students will have the ability to solve intermediate to moderately complex computation problems.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Pre-Requisite: CS 132
Total Clock Hours: 30
Tuition: $825.00

Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 3.0
Lab 0.0
Ext 0.0
TOTAL= 3.0 Qtr Hr

EDUC 121 COLLEGE STUDIES

This course prepares students with the academic and organizational skills to successfully complete college courses. This is done by showing the students how to efficiently take notes, prepare for research projects, and study for higher educational exams. Additionally, the course is designed for students to develop job readiness skills by teaching writing, research, and analytical skills for workforce preparation.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Pre-Requisite: N/A
Total Clock Hours: 50
Method of Delivery: Blended
Tuition: $1166.00

Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 4.0
Lab 0.5
Ext 0.0
TOTAL= 4.5 Qtr Hr

ENGL 133 READING COMPREHENSION

This course provides instruction in critical reading and thinking skills necessary for college reading and research. The course includes instruction in critical analysis, critical interpretation, and advanced instruction in vocabulary and literal comprehension. Materials used in this course will be high interest selections such as short essays, newspaper &

magazine articles, general stories, etc. The instructor will help students analyze, synthesize and interpret general reading materials including some with abstract concepts; increase speed and comprehension in silent reading; develop the skill to deduce the meaning of unfamiliar vocabulary from context; read for enjoyment; and at the same time gain new vocabulary words and sentence structures.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $787.00
Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 3.0 Qtr Hr

ENGL 145 TECHNICAL WRITING

This course will teach students how to communicate clearly and effectively, changing writing style and content for varying audiences and purposes. The course will focus on meeting readers' needs while representing the interests of your employer. The assignments will cover a variety of tasks produced under different circumstances.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $787.00
Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 3.0 Qtr Hr

GEO 101 GEOLOGY I

This course is designed to provide the students with the foundation and knowledge of geology through brief investigations of all major facets of earth science including earth structure, minerals, igneous rocks and volcanoes, metamorphic rocks, weathering and sedimentary rocks, geologic time, plate tectonics, earthquakes, groundwater, and climate change. In addition, environmental principles and natural resource conservation will be stressed throughout the course.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $787.00
Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL= 3.0 Qtr Hr

ITSC 121 INTRODUCTION TO COMPUTER HARDWARE

This course will prepare students for the Core 1 (220-1001) exam for the CompTIA A+ certification. Students will learn the names and functions of mobile, PC, and network hardware as well as install, configure, and connect hardware and software to meet the needs of a business or organization. At the end of this course, students will be able to converse in industry-standard IT lingo and be able to perform basic installations and configurations.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Pre-Requisite: N/A
Total Clock Hours: 50
Tuition: $1237.00
Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL= 4.5 Qtr Hr

ITSC 122 HARDWARE AND NETWORK TROUBLESHOOTING AND CLOUD COMPUTING

This course is the continuation of Introduction to Computer Hardware course for the Core 1 (220-1001) exam for the CompTIA A+ certification. Students will learn how to troubleshoot common hardware problems and networking problems, also learn the fundamentals of cloud computing. At the end of this course, students will be able to troubleshoot basic hardware and networking problems and will also be able to explain how cloud computing works.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Pre-Requisite: ITSC 121
Total Clock Hours: 50
Tuition: $1237.00
Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL= 4.5 Qtr Hr

ITSC 131 OPERATING SYSTEMS AND SECURITY

In this course students will learn the basics of operating system installation, features, and configuration, also learn the basics of security implementation. At the end of this course, students will be able to perform basic tasks related to operating systems installation and security implementation, which will start preparing students for the Core 2 (220-1002) exam for the CompTIA A+ certification.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Pre-Requisite: ITSC 122
Total Clock Hours: 50
Tuition: $1237.00
Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL= 4.5 Qtr Hr

ITSC 132 SOFTWARE TROUBLESHOOTING AND OPERATIONAL PROCEDURES

This is course has been designed to prepare students for the CompTIA A+ certification. Students will learn the basics of mobile and PC software troubleshooting as well as the operational procedures related to hardware, software, and networking. At the end of this course, students will be able to troubleshoot basic software problems and discuss best practices.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Pre-Requisite: ITSC 131
Total Clock Hours: 50
Tuition: $1237.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL= 4.5 Qtr Hr

ITSC 141 NETWORKING CONCEPTS AND INFRASTRUCTURE

This course will prepare students for the CompTIA Network+ (N10-007) certification exam. Students learn the basics of networking concepts and infrastructure. At the end of this course, students will be able to discuss basic networking concepts and deploy basic networking solutions.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $825.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 3.0 Qtr Hr

ITSC 142 NETWORKING OPERATIONS, SECURITY AND TROUBLELSHOOTING

This course will prepare students for the CompTIA Network+ (N10-007) certification exam. Students will learn the basics of networking operations, security, and troubleshooting. At the end of this course, students will be able to discuss networking best practices, summarize network security concepts, and troubleshoot common networking problems.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Pre-Requisite: ITSC 141
Total Clock Hours: 30
Tuition: $825.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 3.0 Qtr Hr

ITSC 143 SECURITY THREATS, TECHNOLOGIES, AND ARCHITECTURE

This is the first preparation course for the CompTIA Security+ (SY0-501) certification exam. In this course students will learn the basic fundamentals of security threats, attacks, and vulnerabilities. Students will also gain proficiencies dealing with the tools and technologies used to address security issues and learn the basics of security architecture and design. At the end of this course, students will be able to discuss security threats, identify tools used to address security threats, and discuss security architecture and design.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Pre-Requisite: N/A
Total Clock Hours: 50
Tuition: $1237.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL= 4.5 Qtr Hr

ITSC 144 SECURITY ACCESS MANAGEMENT AND CRYPTOGRAPHY

This course will serve as an addition of material of Security Threats, Technologies, and Architecture information needed for the CompTIA Security+ (SY0-501) certification exam. Students will learn the basics of identity and access management, risk management, and cryptography. At the end of this course, students will be able to discuss identity and access management, explain risk management procedures, and discuss the basics of cryptography.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Pre-Requisite: ITSC 143
Total Clock Hours: 50
Tuition: $1237.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL= 4.5 Qtr Hr

ITSC 145 CYBERSECURITY THREAT AND VULNERABILITY MANAGEMENT

This course has been designed to educate students on the Security Access Management and Cryptography component required for the CompTIA Security+ (SY0-501) certification exam. Students will learn the basics of identity and access management, risk management, and cryptography. At the end of this course, students will be able to discuss identity and access management, explain risk management procedures, and discuss the basics of cryptography.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Pre-Requisite: N/A
Total Clock Hours: 50
Tuition: $1237.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL= 4.5 Qtr Hr

ITSC 146 CYBERSECURITY INCIDENT RESPONSE AND SECURITY ARCHITECTURE

This course reviews the distinguished information of Cybersecurity Threats and Response needed for the CompTIA CySA+ (CS0-001) certification exam. Students will learn the basics of managing cybersecurity threats and vulnerabilities. At the end of this course, students will have a framework for how to mitigate a cybersecurity incident and make recommendations for cybersecurity architecture.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Pre-Requisite: ITSC 145
Total Clock Hours: 50
Tuition: $1237.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	4.0
Lab	0.5
Ext	0.0

TOTAL= 4.5 Qtr Hr

PSY 110 INTRODUCTION TO PSYCHOLOGY

This course will describe the basic theories, principles, and concepts pf psychology as they relate to behaviors and mental processes. This course will also apply psychological theories, principles, and concepts to everyday life, including industry and organizations. The students will learn to compare and contrast material and information from other cultures.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $787.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 3.0 Qtr Hr

WEB 191 INTRODUCTION TO JAVASCRIPT

This course has been designed to prepare students for the Microsoft MTA 98-382 (Introduction to Programming Using JavaScript) certification exam. Students will learn about operators, methods, variables, data types, functions, and execution flow structures. At the end of this course, students will able to solve basic computation problems in JavaScript.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $825.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 3.0 Qtr Hr

WEB 192 JAVASCRIPT PROGRAMMING

This course contains advanced materials designated from Javascript I needed for the Microsoft MTA 98-382 (Introduction to Programming Using Javascript) certification exam. Students will learn to interact with the Document Object Model (DOM) and interact with HTML forms. At the end of this course, students will able manipulate DOM elements using Javascript.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Pre-Requisite: WEB 191
Total Clock Hours: 50
Tuition: $1237.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 3.0 Qtr Hr

WP 101 WORD PROCESSING

This course covers the use of a technology, Microsoft Word that is commonly in any profession to create and format reports, drafts, letters, brochures, and for professional communication. Content includes creating, saving, retrieving, editing, formatting, enhancing, printing, and merging a variety of documents.

Clock hours of lab: 20
Clock hours of classroom lecture: 10
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $528.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 2.0 Qtr Hr

Associate of Applied Science in Surgical Technology

This program has been designed to train students to work with surgical teams as a Surgical Technologist. Surgical Technologists serve as a vital role with the process and procedures of patients undergoing surgery from pre- to post operation. This program covers all foundational competencies required to successfully understand the needs of surgical technologist in the surgical room and required for CST exam. The curriculum covers materials that will train students: from surgical room sterilization and preparation, initial patient intake, perioperative procedures and post operation assistance. Upon successful completion graduates will be eligible to test for the CST exam administered by the National Board of Surgical Technology and Surgical Assisting.

Admissions Requirements:

- A high school diploma or its equivalency is required for admission into the program;
- Successful interview with an admissions representative is required prior to admissions
- Background check

Total Lecture Hours: 7 4 5 Hrs
Total Lab Hours: 385 Hrs Total
Externship Hours: 570
Total Program Hours: 1700 Hrs
Total Length of Time: 72 Weeks
Total Credit Hours: 111.00

Full Time Status: Student's enrollment status will be considered full time if the student is enrolled in at least 7.5 credit hours in a six-week period.

Program Delivery: Blended ***(Residential and Online, please see marked classes)***The program content is offered through lecture, laboratory, and externship experience. (certain lecture and/or laboratory courses may be delivered online, those courses are identified as blended, below)

Outside Preparation Policy
SU policy states that all instructors within the certificate programs must assign a minimum amount of outside preparation hours in the form of homework, research, and group projects. The minimum amount of outside preparation is noted in each course syllabi. Instructors are encouraged to assign additional outside preparation activities /project hours as they see necessary.

Drop Disclosure: Due to the sensitivity of the field of study and competitive demand of the workforce, Students will be held responsible for adhering to a set standard issued by the College of Allied Health. These standards include the following:
1. Any grade below 75% (0-74) will be considered an "F"
2. Any student whom fails the same course twice will automatically be dropped from the program.

AP 101 ANATOMY AND PHYSIOLOGY I

This course provides systemic and functional review of human gross anatomy and systematic anatomy in order for students to obtain the knowledge required in the allied health professions. Students will learn the physiology of different (organ) systems as well as the related terminology. The course will cover the following subject areas: Organization of the Body Cells, Tissues/ Organ Systems, Integumentary, Musculoskeletal and Nervous Systems.

Clock hours of lab: 10
Clock hours of classroom lecture: 20
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $660.00
Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 2.0
Lab 0.5
Ext 0.0
TOTAL= 2.5 Qtr Hr

AP 102 ANATOMY AND PHYSIOLOGY II

This course provides a systemic and functional review of human gross anatomy and systematic anatomy in order for students to expand the knowledge acquired in the Anatomy & Physiology I course. Students will learn the major gross—anatomical and systematic anatomy structures and physiology, functions / interactions of the different (organ) systems, as well as the related terminology. The course will also introduce students to basic diagnostic images of gross-anatomical and systematic anatomy structures, as well as basic physiology, common diseases and treatments. This course will primarily focus on the clinical anatomy as it pertains to the Endocrine, Cardiovascular, Lymphatic, Respiratory, Digestive Reproductive and Urinary Systems.

Clock hours of lab: 10
Clock hours of classroom lecture: 20
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $660.00
Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 2.0
Lab 0.5
Ext 0.0
TOTAL= 2.5 Qtr Hrs

BC 110 BUSINESS COMMUNICATION

This course examines basic interpersonal communication processes with practical applications for the business environment. Issues regarding cross- cultural communications and ethical consideration in business communication are discussed. The course will emphasize planning, organizing and delivering oral presentation in business setting

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $ 726.00
Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 3.0
Lab 0.0
Ext 0.0
TOTAL= 3.0 Qtr Hrs

BM 101 BUSINESS MATH FOR SOCIAL SCIENCES

This course is designed for students to learn mathematical concepts and methods used in management, social science, and business. Additionally, students will also understand the connections of mathematics to other disciplines within the business realm.

Clock hours of lab: 10
Clock hours of classroom lecture: 40
Pre-Requisite: N/A
Total Clock Hours: 50
Method of Delivery: Blended
Tuition: $ 1139.00
Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 4.0
Lab 0.5
Ext 0.0
TOTAL= 4.5 Qtr Hrs

CL 100 INTRODUCTION TO CLINICALS

The student will learn intermediate and advanced procedures for infection control, how to prepare, examine, and treat areas, take patient history and measurements, prepare and administer medications.

Clock hours of lab: 20
Clock hours of classroom lecture: 10
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $ 528.00
Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 1.0
Lab 1.0
Ext 0.0
TOTAL= 2.0 Qtr Hr

ENGL 133 READING COMPREHENSION

This course provides instruction in critical reading and thinking skills necessary for college reading and research. The course includes instruction in critical analysis, critical interpretation, and advanced instruction in vocabulary and literal comprehension. Materials used in this course will be high interest selections such as short essays, newspaper & magazine articles, general stories, etc. The instructor will help students analyze, synthesize and interpret general reading materials including some with abstract concepts; increase speed and comprehension in silent reading; develop the skill to deduce the meaning of unfamiliar vocabulary from context; read for enjoyment; and at the same time gain new vocabulary words and sentence structures.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $ 759.00
Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 3.0
Lab 0.0
Ext 0.0

TOTAL= 3.0 Qtr Hrs

ENGL 145 TECHNICAL WRITING

This course will teach students how to communicate clearly and effectively, changing writing style and content for varying audiences and purposes. The course will focus on meeting readers' needs while representing the interests of your employer. The assignments will cover a variety of tasks produced under different circumstances.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $ 759.00
Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 3.0
Lab 0.0
Ext 0.0
TOTAL= 3.0 Qtr Hrs

EPST 100 EXAM PREPARATION FOR SURGICAL TECHNOLOGISTS

This course will provide a preparation and subject review to help further prepare students for national certification exam. Based on the foundations established in EPST, this class will focus on Surgical Technology topics in National Certification Exams.

Clock hours of lab: 10
Clock hours of classroom lecture: 20
Pre-Requisite: SURG 100/ SURG 101/ SURG 200/ SURG 201/ SURG 202/ SURG 203/ SURG 210
Total Clock Hours: 30
Tuition: $ 660.00
Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 2.0
Lab 0.5
Ext 0.0
TOTAL= 2.5 Qtr Hrs

EX-ST 101 EXTERNSHIP I

This class is a hands-on externship in which the student spends 190 hours in a surgical team environment utilizing the skills learned in the classroom and lab settings. This course is a comprehensive review of the skills learned and reinforces the role and functions of the Surgical Technologist. The externship will be an unpaid, supervised experience at a health care or hospital setting.

Clock hours of lab: 0
Clock hours of classroom lecture: 0
Clock hours of Externship: 190
Pre-Requisite: SURG 100/ SURG 101/ SURG 200/ SURG 201/ SURG 202/ SURG 203/ SURG 210
Total Clock Hours: 60
Tuition: $ 2200.00
Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 0.0
Lab 0.0
Ext 6.0
TOTAL= 6.0 Qtr Hrs

EX-ST 102 EXTERNSHIP II

This class serves as a continuation of the first component of externship. In this hands-on externship a student will spend an additional 190 hours in a surgical environment utilizing the skills learned in the classroom and lab settings. This course is applied so that students will be able to obtain the hours and competencies required for the CST exam. All externship opportunities are meant to reinforces the role and functions of the Surgical Technologist. The externship will be an unpaid, supervised experience at a health care or hospital setting.

Clock hours of lab: 0
Clock hours of classroom lecture: 0
Clock hours of Externship: 190
Pre-Requisite: EX-ST 101
Total Clock Hours: 60
Tuition: $ 2200.00
Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 0.0
Lab 0.0
Ext 6.0
TOTAL= 6.0 Qtr Hrs

EX-ST 103 EXTERNSHIP III

This class is the final component of a students externship experience. This class allows students to complete any and all remaining competencies required for their CST exam. This course will provide a hands-on experience in which the student will spend 190 hours in a surgical environment utilizing the skills learned in the classroom and lab settings. The externship will be an unpaid, supervised experience at a health care or hospital setting.

Clock hours of lab: 0
Clock hours of classroom lecture: 0
Clock hours of Externship: 190
Pre-Requisite: EX-ST 102
Total Clock Hours: 60
Tuition: $ 2200.00
Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 0.0
Lab 0.0
Ext 6.0
TOTAL= 6.0 Qtr Hrs

HP 101 HUMAN PATHOPHYSIOLOGY

This course will provide an introduction to human diseases, techniques used to diagnose disease, treatments and interventions. Students will cover the major diseases of the organ systems, and understand the effects that diseases have on human anatomy and physiology. Students will also learn the clinical importance of understanding human diseases.

Clock hours of lab: 10
Clock hours of classroom lecture: 20
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $ 660.00
Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 2.0
Lab 0.5
Ext 0.0
TOTAL= 2.5 Qtr Hrs

JC 101 COLLEGE STUDIES AND CAREER PREPARATION

This course prepares students with the academic and organizational skills to successfully complete college studies,

by showing students how to efficiently take notes, prepare for research projects and study for exams. Additionally, course is designed for students to develop job readiness skills, by
teaching essay writing, researching (online), analytical skills, resume preparation, and professionalism for a career path.
Clock hours of lab: 10
Clock hours of classroom lecture: 20
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $ 660.00
Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 2.0
Lab 0.5
Ext 0.0
TOTAL= 2.5 Qtr Hrs

MBIO 101 MICROBIOLOGY
This course will serve as a foundational understanding of microbiology in the allied health realm. This class reviews the fundamentals of microbiology in relation with the practice of sterilization techniques, mechanisms of transmission of infections and infection control in the operating room.
Clock hours of lab: 0
Clock hours of classroom lecture: 30
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $ 715.00
Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 3.0
Lab 0.0
Ext 0.0
TOTAL= 3.0 Qtr Hrs

ME 101 MEDICAL LAW AND ETHICS
The student will learn the application of legal principles, policies, regulations and standards for the control and use of information as it applies to various areas of employment. Students will learn the proper release of information, ethical codes, confidentiality, humanistic healthcare, legal terminology, legal judgments, documents, and litigation terms. In class, students will apply this knowledge through discussion of ethical dilemmas, conferencing, and analysis of legal situations.
Clock hours of lab: 10
Clock hours of classroom lecture: 20
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $ 660.00
Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 2.0
Lab 0.5
Ext 0.0
TOTAL= 2.5 Qtr Hrs

MS 101 MATH SKILLS
Math Skills will provide instruction and review in elementary arithmetic skills, mathematical operations, and their applications. The content includes operations with whole numbers, whole number and decimal fractions, ratio and proportion, percent, and calculator fundamentals. The course also introduces students to the basic fundamentals of dosage calculations.
Clock hours of lab: 10
Clock hours of classroom lecture: 20
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $ 660.00
Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 2.0
Lab 0.5
Ext 0.0
TOTAL= 2.5 Qtr Hr

MT 101 MEDICAL TERMINOLOGY I
This course provides basic medical terminology information including Greek and Latin derivations, prefixes, suffixes, root words, and combining forms. This course provides practice in building and defining medical terms, and emphasizes correct spelling and pronunciation of medical words.
Clock hours of lab: 15
Clock hours of classroom lecture: 15
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $ 528.00
Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 1.5
Lab 0.5
Ext 0.0
TOTAL= 2.0 Qtr Hrs

MT 102 MEDICAL TERMINOLOGY II
This course is a continuation of MT 101 and provides in-depth medical terminology information including Greek and Latin derivations, prefixes, suffixes, root words, and combining forms. It provides practice in building and defining medical terms, and emphasizes correct spelling and pronunciation of medical words. Interpreting terminology related to body structure, disease, diagnosis, and treatment is emphasized along with medical abbreviations.
Clock hours of lab: 15
Clock hours of classroom lecture: 15
Pre-Requisite: MT 101
Total Clock Hours: 30
Tuition: $ 528.00
Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 1.5
Lab 0.5
Ext 0.0
TOTAL= 2.0 Qtr Hrs

PB 101 PATIENT BILLING
This course is designed to broaden coding knowledge and enhance skills by addressing specific coding issues within a particular area. Modules include claim form instruction, billing and collection practices, and reimbursement guidelines, including the audit and appeals process.
Clock hours of lab: 15
Clock hours of classroom lecture: 15
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $ 528.00

Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 1.5
Lab 0.5
Ext 0.0
TOTAL= 2.0 Qtr Hrs

PH 101 PHARMACOLOGY
This course will provide basic pharmacology knowledge that includes: drug terminology, units of measurement, legalities, drug references, and their uses, medication orders, drug interactions, side effects, drug and medical sources, and forms of common drugs.
Clock hours of lab: 20
Clock hours of classroom lecture: 10
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $ 528.00
Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 1.0
Lab 1.0
Ext 0.0
TOTAL= 2.0 Qtr Hrs

PH 102 SURGICAL PHARMACOLOGY
This course serves as a continuation of pharmacology designed specifically for students studying in the surgical technology field. This class reviews the principles of pharmacology and anesthesiology in relation to dose, administration of drugs, before, during and after the surgical procedure.
Clock hours of lab: 20
Clock hours of classroom lecture: 10
Pre-Requisite: PH 101
Total Clock Hours: 30
Tuition: $ 528.00
Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 1.0
Lab 1.0
Ext 0.0
TOTAL= 2.0 Qtr Hrs

PS 101 PSYCHOLOGY OF SUCCESS
Based on the Psychology of Success by Brian Tracy, this course provides skills and strategies for creating a pattern of success. Developed to enhance a students' ability to identify career options based on self-knowledge and self-esteem, this course provides a framework for focusing on employment and identifying a career path for lifelong success.
Clock hours of lab: 10
Clock hours of classroom lecture: 20
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $ 660.00
Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 2.0
Lab 0.5
Ext 0.0
TOTAL= 2.5 Qtr Hrs

PS 102 PSYCHOLOGY OF PATIENT CARE
This course provides skills and strategies for creating a pattern of psychological success when working with patients. The course was developed to enhance a students' ability to relate psychology, health, and medicine to assist patients. Additionally, this course provides initial concepts of death and dying, as well as coping strategies and mechanisms. Clock hours of lab: 10
Clock hours of classroom lecture: 20
Pre-Requisite: PS 101
Total Clock Hours: 30
Tuition: $ 660.00
Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 2.0
Lab 0.5
Ext 0.0
TOTAL= 2.5 Qtr Hrs

SS 101 SPREADSHEETS FOR MEDICAL PROFESSIONS
This course covers the use of a technology, Microsoft Excel, that is commonly used by the medical assisting profession for the purpose of computation, data collection, and professional communication as it relates to their duties. Students will also learn to open an existing workbook, enter data, modify a cell, navigate within a worksheet, select objects, insert, delete, and create formulas, functions and ranges.
Clock hours of lab: 20
Clock hours of classroom lecture: 10
Pre-Requisite: N/A
Total Clock Hours: 30
Method of Delivery: Blended
Tuition: $ 528.00
Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 1.0
Lab 1.0
Ext 0.0
TOTAL= 2.0 Qtr Hrs

SURG 100 SURGICAL RISK MANAGEMENT
This class serves as a foundational review of how to manage issues that may be encountered during surgical procedures. Students will have an understanding of issues that include common professional, ethical, legal and risk management of teams or groups that are involved in a surgical procedure. Students are set to learn the foundations of professional practices, team work, and group dynamics.
Clock hours of lab: 20
Clock hours of classroom lecture: 40
Pre-Requisite: AP 101/ AP 102/ MT 101/ MT 102
Total Clock Hours: 60
Method of Delivery: Blended
Tuition: $ 1320.00
Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 4.0
Lab 1.0
Ext 0.0
TOTAL= 5.0 Qtr Hrs

SURG 101 SURGICAL PROCEDURES I
This class serves as the first of a student's fundamentals into surgical procedures. This course includes the materials of what to do during basic surgical procedures, along with basic precautions and outcomes of patients that are undergoing a procedure. Students will begin to learn the handling of the instruments, equipment and supplies that are utilized in the different types of surgeries covered in this course.

Clock hours of lab: 20
Clock hours of classroom lecture: 40
Pre-Requisite: AP 101/ AP 102/ MT 101/ MT 102
Total Clock Hours: 60
Tuition: $ 1320.00
Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 3.0
Lab 2.0
Ext 0.0
TOTAL= 5.0 Qtr Hrs

SURG 102 SURGICAL PROCEDURES II
This class serves as a continuation from the fundamentals of procedures obtained in SURG 101. This course includes more functionalities behind surgical procedures, basic precautions and outcomes of patients undergoing procedures. This course will specifically go over the handling of the instruments, equipment and supplies that are utilized in plastic and reconstructive, genitourinary,orthopedic cardiothoracic surgery, peripheral vascular Surgery, and neurosurgery surgeries.
Clock hours of lab: 20
Clock hours of classroom lecture: 40
Pre-Requisite: AP 101/ AP 102/ MT 101/ MT 102 /SURG 101
Total Clock Hours: 60
Tuition: $ 1320.00
Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 3.0
Lab 2.0
Ext 0.0
TOTAL= 5.0 Qtr Hrs

SURG 200 INTRAOPERATIVE PROCEDURES
This course introduces the surgical technologist student to the intraoperative procedures important to the surgical field. Students are introduced to topics including sterilization and different techniques, protocols and procedures performed during surgeries. Students will learn how to perform procedures while maintaining a sterile environment.
Clock hours of classroom lecture: 40
Pre-Requisite: AP 101/ AP 102/ MT101/ MT 102
Total Clock Hours: 60
Tuition: $ 1320.00
Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 3.0
Lab 2.0
Ext 0.0
TOTAL= 5.0 Qtr Hrs

SURG 201 PREOPERATIVE PROCEDURES
This course introduces the surgical technologist student to the procedures necessary to complete before a surgery can begin. These topics include surgical consent, sterile considerations and attire, patient preparation procedures, and familiarity with surgical instruments. At the end of this course, students will demonstrate an understanding of the procedures and equipment that a surgical technologist must be familiar with during the preoperative phase of surgery.
Clock hours of lab: 20
Clock hours of classroom lecture: 40
Pre-Requisite: AP 101/ AP 102/ MT 101/ MT 102
Total Clock Hours: 60
Tuition: $ 1320.00
Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 3.0
Lab 2.0
Ext 0.0
TOTAL= 5.0 Qtr Hr

SURG 202 PERIOPERATIVE CASE MANAGEMENT
This course covers perioperative case management. Topics include planning for the needs of the surgical case, selecting instruments for the surgical procedure, monitoring the sterile field, and integrating variations of case management according to surgical procedure. At the end of this course, students will demonstrate an understanding of perioperative case management, as well as an understanding of the assistant circulator's role.
Clock hours of lab: 20
Clock hours of classroom lecture: 40
Pre-Requisite: AP 101/ AP 102/ MT 101/ MT 102
Total Clock Hours: 60
Tuition: $ 1320.00
Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 3.0
Lab 2.0
Ext 0.0
TOTAL= 5.0 Qtr Hrs

SURG 203 POSTOPERATIVE PROCEDURES
This course introduces the surgical technologist student to the procedures that come after the conclusion of a surgery. These procedures include analyzing the immediate post-operative care of the surgical patient, defining terms related to the terminal disinfection/sterilization process, and performing decontamination of the O.R. environment. At the end of this course, students will demonstrate an understanding of procedures necessary for the successful conclusion of a surgery.
Clock hours of lab: 20
Clock hours of classroom lecture: 40
Pre-Requisite: SURG 201
Total Clock Hours: 60
Tuition: $ 1320.00
Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 3.0
Lab 2.0
Ext 0.0
TOTAL= 5.0 Qtr Hr

SURG 210 TECHNOLOGICAL SCIENCES
This course introduces the surgical technologist student to the technological sciences important for their field. These topics include the basics of computer hardware and software, sources of information (including the Internet), the basic principles of electricity, and surgical robots. At the end of this course, students will demonstrate an understanding of how these technologies are vital to the field of surgical technology.
Clock hours of lab: 0
Clock hours of classroom lecture: 30

Pre-Requisite: AP 101/ AP 102/ MT 101/ MT 102
Total Clock Hours: 30
Tuition: $ 715.00
Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 3.0
Lab 0.0
Ext 0.0
TOTAL= 3.0 Qtr Hrs

WP 101 WORD PROCESSING
This course covers the use of a technology, Microsoft Word that is commonly in any profession to create and format reports, drafts, letters, brochures, and for professional communication. Content includes creating, saving, retrieving,
editing, formatting, enhancing, printing, and merging a variety of documents
Clock hours of lab: 20
Clock hours of classroom lecture: 10
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $ 528.00
Length of time (2 hrs per day, 5 days per wk): 6wks
Lecture 1.0
Lab 1.0
Ext 0.0
TOTAL= 2.0 Qtr Hrs

Certificate in Welding

The certificate program is designed to give students entry-level skills in welding. As an industrial welding technician, you will work alongside engineers, supervisors, and workers in the production of quality welded and metal fabricated parts. The program of study will emphasize on blueprints, metallurgy, as well as a basic understanding of electrical safety, material properties, and welding codes. Upon completion of the curriculum, students will have the skills needed for a successful career in industrial welding.

Admissions Requirements:

1. A high school diploma or its equivalency is required for admission into the program;
2. Successful interview with an admissions representative is required prior to admissions.

Total Lecture Hours: 900 Hours
Total Lab Hours: 270 Hours
Total Externship Hours: 210
Total Program Hours: 1380 Hours
Total Length of Time: 60 Weeks
Outside Preparation Hours: 0 Hours
Total Credit Hours: 110.50 Credit Hours

Definition of Academic Year: An academic year will consist of 30 instruction weeks and 36 quarter credit hours.

Full Time Status: Student's enrollment status will be considered full time if the student is enrolled in at least 7.5 credit hours in a six-week period.

Program Delivery: Residential
The program content is offered through lecture, laboratory, and externship experience.

Outside Preparation Policy
SU policy states that all instructors within the certificate programs must assign a minimum amount of outside preparation hours in the form of homework, research, and group projects. The minimum amount of outside preparation is noted in each course syllabi. Instructors are encouraged to assign additional outside preparation activities / project hours as they see necessary

BC 110 BUSINESS COMMUNICATION

This course examines basic interpersonal communication processes with practical applications for the business environment. Issues regarding cross-cultural communications and ethical consideration in business communication are discussed. The course will emphasize planning, organizing and delivering oral presentation oral presentation in business setting.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $787.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 3.0 Qtr Hr

ENGL 133 READING COMPREHENSION

This course provides instruction in critical reading and thinking skills necessary for college reading and research. The course includes instruction in critical analysis, critical interpretation, and advanced instruction in vocabulary and literal comprehension. Materials used in this course will be high interest selections such as short essays, newspaper & magazine articles, general stories, etc. The instructor will help students analyze, synthesize and interpret general reading materials including some with abstract concepts; increase speed and comprehension in silent reading; develop the skill to deduce the meaning of unfamiliar vocabulary from context; read for enjoyment; and at the same time gain new vocabulary words and sentence structures.

Clock hours of lab: 0
Clock hours of classroom lecture: 30
Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $787.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 3.0 Qtr Hr

BRF 101 Blueprint Reading and Welding Fundamentals

This course introduces the fundamental principles and an introduction to blueprint reading and welding fundamentals. Topics include welding blueprints, symbols, Weld Types, Sectioning and much more . This course will emphasize on understanding structural shapes, dimensions and blueprints. Upon completion, students should be able to understand and comprehend welding blueprints.

Clock hours of lab: 30
Clock hours of classroom lecture: 90
Pre-Requisite: N/A
Total Clock Hours: 120
Tuition: $787.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 10.5 Qtr Hr

WM101 Introduction to Welding Metallurgy

This course introduces the fundamental principles of metallurgy and grain structures. Upon completion, students should be able to understand the basics of modern welding metallurgy.

Clock hours of lab: 30
Clock hours of classroom lecture: 90
Pre-Requisite: N/A
Total Clock Hours: 120
Tuition: $787.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 10.5 Qtr Hr

BWC 101 Basics of Welding and Cutting

This course introduces the fundamental principles and an introduction to welding and cutting. This course will also emphasis on understanding flame adjustments, duty cycles, metal alloys, heating with oxy-acetylene and gas welding. Upon completion, students should be able to understand the development of modern welding.

Clock hours of lab: 30
Clock hours of classroom lecture: 90
Pre-Requisite: N/A
Total Clock Hours: 120
Tuition: $787.00

Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 10.5 Qtr Hr

SW101 Structural Welding Processes

This course introduces the fundamental principles and structural welding processes most commonly used in the industry today. Upon completion, students should have a general understanding of the common structural welding processes.

Clock hours of lab: 30
Clock hours of classroom lecture: 90
Pre-Requisite: N/A
Total Clock Hours: 120
Tuition: $787.00
Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 10.5 Qtr Hr

PW-101 Pipe Welding Processes

This course introduces students to the fundamental pipe welding processes most commonly used in the industry today such as the three basic groupings for pipe welding. Upon completion, students should have a general understanding of the common structural welding processes.

Clock hours of lab: 30
Clock hours of classroom lecture: 90
Pre-Requisite: N/A
Total Clock Hours: 120
Tuition: $787.00
Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 10.5 Qtr Hr

WFP-101 Welding Fabrication Procedures

This course introduces students to the fundamental fabrication procedures most commonly used in the industry today. Upon completion, students should have a general understanding of the common welding fabrication processes.

Clock hours of lab: 30
Clock hours of classroom lecture: 90
Pre-Requisite: N/A
Total Clock Hours: 120
Tuition: $787.00
Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 10.5 Qtr Hr

WI-101 Welding Inspections

This course introduces students to the fundamental procedures most commonly used for welding inspections. Topics include proper welding procedures and inspections. Codes, Blueprinting, Welding Symbols and welding types and fabrication processes. Symbols, blueprinting, and equipment set-up are also covered. Upon completion, students should have a general understanding of the common welding fabrication processes.

Clock hours of lab: 30
Clock hours of classroom lecture: 90
Pre-Requisite: N/A
Total Clock Hours: 120
Tuition: $787.00
Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 10.5 Qtr Hr

AW-101 Advanced Welding I

This course refreshes students on Advanced Welding Fabrication. Upon completion, students should have a general understanding of the common welding fabrication processes and welding certifications available.

Clock hours of lab: 30
Clock hours of classroom lecture: 90
Pre-Requisite: N/A
Total Clock Hours: 120
Tuition: $787.00
Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 10.5 Qtr Hr

AW-102 Advanced Welding II

This course sharpens student skills on Advanced Welding Fabrication. Upon completion, students should general proficiency of the common welding fabrication processes and welding certifications available.

Clock hours of lab: 30
Clock hours of classroom lecture: 90
Pre-Requisite: N/A
Total Clock Hours: 120
Tuition: $787.00
Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0

TOTAL= 10.5 Qtr Hr

MW 101 Math for Welding

This course is designed for students to learn mathematical concepts and methods used in welding profession. Additionally, students will also understand the connections of mathematics to other disciplines within the industrial trade realm.

Clock hours of lab: 0
Clock hours of classroom lecture: 30

Pre-Requisite: N/A
Total Clock Hours: 30
Tuition: $787.00
Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	3.0
Lab	0.0
Ext	0.0
TOTAL= 3.0 Qtr Hr	

WEXT 101: Externship for Welding

The student will learn how to apply the skills acquired in the course work for welding technology in a hands-on work environment. The student will spend 210 hours in a welding technician environment utilizing the skills learned in the classroom and lab setting. This course fine tunes the skills learned and reinforces the role and functions of welding technician. The externship will be an unpaid, supervised experience in a typical welding technician environment.

Clock hours of Externship: 210
Clock hours of classroom lecture: 0
Pre-Requisite: N/A
Total Clock Hours: 0
Tuition: $787.00
Length of time (2 hrs per day, 5 days per wk): 6wks

Lecture	0.0
Lab	0.0
Ext	7.0
TOTAL= 7.0 Qtr Hr	

Approved and Regulated Statement:
"Approved and Regulated by the Texas Workforce Commission, CareerSchools, Austin, Texas"

True and Correct Statement:
The information contained in this catalog is true and correct to the best of my knowledge.

_____
Benjamin Arriola, President

Faculty/Staff Addendum

ADMINISTRATION

Ben Jr. Arriola (full-time)
President
New Mexico State University, Las Cruces
BS Industrial Engineering

Marisol Gutierrez (full-time)
Vice President/School Director
University of Texas at El Paso
BBA Accounting
Keiser University
MS Education in Career College Administration

Jeremy Burciaga (full-time)
Vice President/Academic Dean
University of Texas El Paso
BS Biology
MPA Public Administration

AAS NURSING & BACHELOR OF SCIENCE in NURSING (RN TO BSN BRIDGE)

Amanda Anaya, Director (full-time)
Walden University
Doctorate of Nursing Practice

Elva Lizzette Lopez (full-time)
Grand Canyon University
RN, MSN

Kelly Crowley (full-time)
Indiana University of Pennsylvania
BS Nursing

Sandra Imperial (full-time)
University of Hawaii
Manoa MS Nursing

Renee Menendez (full-time)
Southwest University at El Paso
BS Nursing

AAS RADIOLOGICAL SCIENCES

Gerardo Ortiz, Director (full-time)
Colorado Tech University
MBA Health Care Management

Matthew Casale (full-time)
Quinnipiac University, Hamden
CT BS Radiological Sciences
Radiological Technologist AART

Tammy Crooks (full-time)
Southwest University at El Paso
BS Radiology Management Radiologist Technologist AART

Justine Williams (full-time)
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BS Radiology Management Radiologist Technologist AART

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CT BS Radiological Sciences
Radiological Technologist AART

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BS Radiology Management
Radiological Technologist AART

AAS DIAGNOSTIC MEDICAL SONOGRAPHY

Brenda Soriano, Director (full-time)
Southwest University at El Paso
AAS Diagnostic Medical Sonographer
Diagnostic Medical Sonographer ARDMS

Nancy Delgado (part-time)
Southwest University at El Paso
AAS Diagnostic Medical Sonography
Diagnostic Medical Sonographer ARDMS

Eillen Hernandez (part-time)
El Paso Community College
AAS Diagnostic Medical Sonography
Diagnostic Medical Sonographer AART/ARDMS

Jezzelle Solorza (full-time)
Southwest University at El Paso
AAS Diagnostic Medical Sonographer
Diagnostic Medical Sonographer

AAS DIESEL TECHNOLOGY

Daniel Montes Director (full-time)
Western Technical College
AOS Automotive Technology

Issac Acosta (full-time)
Arizona Automotive Institute
AOS Diesel Technology

Marcelo Lujan (full-time)
El Paso Community College
AAS Automotive

Julio Maguregui (part-time)
Arizona Automotive Institute, Glendale
AAS Automotive

Victor Valero (full-time)
Western Technical College
AAS Automotive

AAS AUTOMOTIVE TECHNOLOGY

Daniel Montes, Director (full-time)
Western Technical College
AOS Automotive Technology

Alvaro Hernandez (full-time)
New Mexico Junior College
AAS Automotive

Ismael Dominguez (full-time)
Southwest University at El Paso
Shop Maintenance

Frank Lopez (full-time)
Southwest University at El Paso
Shop Foreman

Steven Parker (full-time)
Southwest University at El Paso
AAS Automotive Technology
Shop Assistant

Jesus Rodriguez (full-time)
Universal Technical Institute
AAS Automotive Diesel Technology

Jesus Solis (full-time)
Southwest University at El Paso
Shop Maintenance

Lupe Sosa (full-time)
Southwest University at El Paso
Shop Maintenance

Gerry Valles (full-time)
Webster University
MA Human Resources

WELDING CERTIFICATE

Daniel Montes, Director (full-time)
Western Technical College
AOS Automotive Technology

Andres Romero (full time)
Western Technical College
AOS Diesel Technology

Joshua Heras (full time)
El Paso Community College
AOS Machining and Welding
Technology

AAS MEDICAL LABORATORY TECHNOGY

James Ramos Director (full-time)
Arizona State University
Ph.D Biomedical Engineering

Jose Luis Gonzalez Co-Director (part-time)
University of Texas at El Paso
BS Clinical Laboratory Sciences

David Grajeda (full-time)
University of Texas at El Paso
BS Clinical Laboratory Sciences

Carijo Pritchard (full-time)
Southwest University at El Paso
AAS Medical Laboratory Technician
Lab Assistant

Aurora Ruiz, MT (full time)
University of Texas at El Paso
BS Clinical Laboratory Sciences

Kevin Telles (full-time)
University of Texas at El Paso
BS Clinical Laboratory Sciences

GENERAL EDUCATION

Efrain Castillo (full-time)
University at El Paso Texas
MS Chemistry

Naomi Cortez (full-time)
New Mexico State
University MS English

Lourdes Flores- Pritchard (full-time)
Ashford University
M.A. Education

Jessica Jaurrieta (part-time)
Univeristy of Texas at El Paso
Masters in Instructional Specialist

Eric Kappus (full-time)
University of Texas at El
Paso Doctoral of Philosophy

Maria Peay (full-time)
University of Phoenix
Master Business Administration

Craig Pradarelli, MD (full-time)
C.A.H.S.U. Belize Medical
College Doctor of Medicine

MEDICAL ASSISTANT/LABORATORY ASSISTANT PROGRAM

Ruben Rodriguez, Director (full-time)
University of Texas at El Paso
BS Biology

Pam Breeden (full-time)
Southwest University at El Paso
BS Radiology Management

Ron Brubaker (full-time)
Southwest University at El Paso
BS Health Administration

Eduardo Celis (full-time)
Universidad Autonoma de Ciudad Juarez
Licenciado en Odantolagia

Dr. Joaquin Cervantes (part-time)
Universidad de Monterrey
Medical Doctor

Abraham Coello (full-time)
University of Texas at El Paso
BS Business Administration

Stephanie Coronado (full-time)
University of Texas at El Paso
BS Microbiology

Erik Escobedo, MD (full-time)
Central America Health Sciences University
Medical Doctor

Andy Espinoza (full-time)
Computer Career Center
Medical Assistant Certification

Leonardo Gamboa (full-time)
Universidad Autonoma de Ciudad Juarez
Medical Doctor

Aletha Gomez (full-time)
University of Phoenix, El Paso
BS Business Management

Ruben Guerra (full-time)
Career Centers of Texas El Paso

Diploma in Medical Computer Specialist

Cesar Guzman (part-time)
Southwest University at El Paso
AAS Medical Laboratory Technician
Lab Assistant

Jorge E. Hernandez, MD (part-time)
Universidad Autonoma de Ciudad Juarez
Medical Doctor

Tijara Jones (full-time)
Southwest University at El Paso
AAS Medical Assisting
Lab Assistant

Adriana Padilla, MD (full-time)
Universidad Autonoma de Guadalajara
Medical Doctor

Rheanne Ramirez (full-time)
Southwest University at El Paso
AAS Medical Assistant
Lab Assistant

Juan Rodriguez, MD (part-time)
Universidad Autonoma
Aguascalientes Medical Doctor

Lucia Servin (full-time)
University of Texas at El Paso
Masters in Education

Rafael Solano, MD (full-time)
Universidad Autonoma de Ciudad Juarez
Medical Doctor

Taiesha Stevens-Goodrich (full-time)
Southwest University at El Paso
MA Certificate
Lab Assistant

AAS & BS BUSINESS MANAGEMENT & ACCOUNTING SYSTEMS PROGRAM

Jose Nakid, Director (full-time)
University of Texas at El Paso
Master of Business Administration

James Baird (full-time)
Capella University
Ph.D. Organization and Management Leadership

Robert Cantu (full-time)
University of Phoenix
Master of Business Administration/Technology Management

Bianca Castro (part-time)
University of Phoenix
Master of Business Administration

Carlos Loweree (part-time)
University of Texas at El Paso
BS Political Science

Daniel Flores (full-time)
Grand Canyon University, Colangelo College of Business
Master of Business Administration

Noe Rodriguez (part-time)
Thurgood Marshall School of
Law Juris Doctor in Law

Carlos A. Salcido (full-time)
University of Texas at El Paso
Bachelor of Business Administration in Accounting

Edward Taylor (full-time)
Webster University
MA Human Resources Development

Viridiana Woo (part-time)
New Mexico State University
MS Accounting

AAS & BS HEALTH ADMINISTRATION PROGRAM/ AAS MEDICAL CODING & BILLING

Laura Lazarin, Director (full-time)
University of Texas at Tyler
MS Business Administration / Health Administration

Sunitta Almas, (part-time)
Strayer University
Master of Health Services Administration

Cecil Avila (full-time)
Southwest University at El Paso
AAS Medical Coding and Billing

Ileen Barreras (full-time)
University of Phoenix
Master Business Administration

Vanessa Berrious (part-time)
Southwest University at El Paso
AAS Health Administration

Erica Cardoza (full-time)
Southwest University at El Paso
AAS Medical Coding & Billing

Susie Moss (part-time)
University of Phoenix
BS Healthcare Management

Romelia Rincon (full-time)
University of Texas at Tyler
MS Business Administration / Health Administration

AAS COMPUTER INFORMATION TECHNOLOGY SYSTEMS & AAS WEB & MOBILE MARKETING DEVELOPMENT

Emmanuel Mayorga, Director (full-time)
University of Texas at El Paso
MS Computer Science

Luis Alfonso Lopez Lerma (full-time)
ITESM Campus Cuidad Juarez
Master in Information Systems

AAS OPHTHALMOLOGY TECHNICAN

Nancy Rodriguez, MD, Director (full-time)
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Medical Surgeon Doctor

Laura Puga (full-time)
BA Criminal Justice
Certified Ophthamlic Assitant

AAS Surgical Technology

George Fernandez, MD, Director (full-time)
Universidad Autónoma de Ciudad Juárez
Medical Surgeon Doctor

Amalia Gutierrez
Sienna Heights University **(full-time)**
BS Surgical Technology

ADJUNCT FACULTY

Christopher Burciaga
Texas A&M
MBA Concentration in Strategic Management

Ron Norris
Texas Woman's University
Master of Business Administration
Master of Health Systems Management

Wilbur Reddinger
Midwestern State University
MS of Science in Radiologic Sciences

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Universidad Autonoma De Ciudad
Juarez Medical Surgeon Doctor

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Southwest University at El Paso
Medical Assisting

Andrea Fong (full-time)
Southwest University at El Paso
Medical Laboratory Technician

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Southwest University at El
Paso Front Desk Liaison

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University of Texas at El Paso
BA in Communication

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Southwest University at El Paso
AAS MCB

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AAS Business Management

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BBA in Management of Business Administration

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AAS Psychology

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Medical Assisting

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BS Business Management

ADMISSIONS

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BS Social Psychology

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AAS Social Work

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AAS Business Management

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BS Business Management

Kenia Levario (full-time)
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BS Corporate in Management Communications

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Our Lady of the Lake
BS Business

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AAS Health Administration

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Admissions Coordinator

STUDENTS SERVICES/ADVISING

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AAS Health Administration

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AAS Business Management

Maria Chaparro (full-time)
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AAS Health Administration

INFORMATION TECHNOLOGY

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BS Digital Systems and Communications Engineering

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Medical Records and Health Information

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Default Management Prevention Aid

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AAS Health Administration

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BS Business

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Medical Assistant Certification

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BS Health Administration

ACCOUNTING

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BBA Accounting

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Southwest University at El Paso
Payroll Supervisor

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Southwest University at El Paso
BS Business Management and Accounting

Karen McCuster (full-time)
Southwest University at El Paso
AAS Business Management and Accounting

Valeria Ramirez (full-time)
El Paso Community College
Associate in Art

Marisol Salcido (full-time)
Southwest University at El Paso
AAS Business Management